WAR SERVICES HANDBOOK

State of California
Department of Social Welfare

FOREWORD

This country is faced with the necessity of developing a program to care for civilians displaced as a result of the war effort. It has been recognized that civilian distress arising out of the war is the responsibility of the Federal Government rather than the local community. Legislation will probably be enacted at a later date to make some permanent provision for such assistance. In order to meet the present needs, however, two emergency and temporary programs have been set up, financed by allocations from the President's emergency fund. Until recently these two programs have been carried out by the counties under a direct Federal disbursing procedure. Arrangements have now been made for administration within the regular operating structure of the SDSW and the county welfare departments.

The SDSW has completed two agreements with the F.S.S.B. to act as the agency of the Federal Government in California in the operation of these two programs. A copy of the agreement with the letter of transmittal covering the Enemy Alien Program is included in this Handbook. The agreement covering Civilian War Assistance is identical except for the program reference. The emergency program covering assistance to enemy aliens affected by restrictive order of the Federal Government is authorized by the President's letter of allocation dated February 6, 1942, (No. 42-74) as amended by the President's letter of amendment dated March 23, 1942, (No. 42-105). The emergency program providing temporary assistance with respect to civilians in need as a result of enemy action was authorized by the Presidential Allocation dated February 6, 1942, (No. 42-70 as continued by allocation No. 42-152).

It is to be noted that although these are programs in which the State operates as the agent of the Federal Government, the usual State-county relationships exist. There is, however, a somewhat different relationship with respect to financial procedures in the W.S. Programs. County funds that have been expended are reimbursable in full from Federal funds which are held in trust by the SDSW. Records are subject to audit to determine that authorized payments under the War Services Programs have actually been made. Loss of Federal reimbursement will not result where individual judgment has been responsible for the payment of assistance which at the time appeared necessary, but which judgment was at some later time discovered to be in error.

November 1, 1942

MARTHA A. CHICKERING, Director

August 17, 1942

Federal Security Agency
Social Security Board
Washington, D. C.

Gentlemen:

Attached is a proposed agreement signed by the proper officials of the State of California, of which this is a part, whereby the Department of Social Welfare of the State of California agrees to act as the agent of the Social Security Board in administering a program providing aid with respect to enemy aliens and with respect to civilians in need as the result of enemy action.

It is understood that the words "subject to proper accounting and financial adjustments" in the body of the agreement refer to the usual and proper auditing methods and do not refer to adjustments which would result in charging the State of California or the Department of Social Welfare with the amounts of moneys which may be expended in cases where individual judgment must be exercised even though it is later ascertained that such judgment was in error, but rather this phrase refers to the accounting of all funds expended and balances left within said trust.

This is necessary as the State of California has no appropriation whereby moneys can be expended for the purposes outlined in this agreement, nor are there available any funds by which refunds could be made due to errors in judgment.

Very truly yours,

/s/ M. A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachment

Federal Security Agency
Social Security Board
Bureau of Public Assistance

C O P Y

ASSISTANCE TO ENEMY ALIENS AFFECTED BY
RESTRICTIVE GOVERNMENTAL ACTION

SOCIAL SECURITY BOARD - STATE AGENCY AGREEMENT

The Social Security Board, under authority granted to it by the Federal Security Administrator, hereby designates the Department of Social Welfare of the State of California as the agency of the Federal Government within said State to administer the emergency program providing temporary aid with respect to enemy aliens and other persons whose presence in certain areas is deemed dangerous, authorized by Presidential allocation, February 6, 1942 (No. 42-74), as amended by the President's letter of amendment, March 23, 1942, (No. 42-105 and as continued by allocation No. 42-152) copies of which are attached hereto and made a part hereof.

The Social Security Board will reimburse the Department of Social Welfare of the State of California by appropriate certification, from time to time, to the Secretary of the Treasury, and transmittal by the Secretary of the Treasury to the Treasurer of the State of California, of funds equivalent to the sum expended by the designated agency for the purposes indicated in the President's letter of allocation, as amended, and in governmental orders and instructions issued thereunder. Upon specific request from the designated agency, the Social Security Board may in its discretion advance funds in cases where such action is deemed necessary.

The Department of Social Welfare of the State of California hereby accepts this designation and undertakes to carry out this assignment in accordance with the instructions issued by, and within the standards and in accordance with the procedures promulgated or prescribed by the Social Security Board. The designated agency further undertakes to maintain records of its acts and disbursements to be available for Federal audit or other inspection and investigation and to report all of its activities under such designation, and to account for all funds received hereunder.

Subject to proper accounting and financial adjustments and the three attachments hereto, this designation and acceptance is revocable by either party upon written notice.

Dated this _____ Day of _____, 1942

Department of Social Welfare, State of California
(Name of State agency)

By /s/ Martha A. Chickering
Director

Social Security Board
(Social Security Board)

By /s/O. W. Powell
Executive Director

Charles G. Johnson
State(Treasurer or Custodian of Funds)
By C. C. Cotter Deputy

Harry B. Riley
State Controller
By /s/ Clarence H. Smith Deputy

TABLE OF CONTENTS

The Table of Contents for this Handbook will be found at the first of the book. A Table of Contents for each chapter will be found on the colored pages which separate the chapters. A detailed Index may be issued at a later date.

This Handbook uses a numbering system which is comparable to the Dewey Decimal System; i.e., groups of numbers are assigned by subject or process. For example, Sec. WS 10-00 through WS 10-99 is a discussion of the policies of the Enemy Alien Program. Within this chapter Sec. WS 10-20 is entitled Scope of the Enemy Alien Program. This method allows for infinite expansion in the designation of sections. The letters WS for War Services have been used as a prefix to the number in order that the sections of this Handbook will not be confused with the Manual of Policies and Procedures issued for the use of the counties.

The number of the section which begins on the page is entered in the upper right hand corner of the page. The title of the chapter and the name of the program appear at the top of each page while the date of issuance, revision or reissuance appears at the bottom of the page. The program to which a section applies is designated by initials under the section numbers.

Material that has been revised will be indicated by a vertical line in the margin of the corrected page, opposite the lines which have been revised. Changes made when a chapter is reissued will not be so indicated as a reissuance is an indication that a chapter has been reprinted.

Each revision to a chapter will be numbered in sequence. When revisions are received, the number of the revision should be checked on the revision record on the separator. The State Department of Social Welfare should be notified in the event a number is passed without receipt of the corresponding numbered sheet.

Abbreviations used in the Handbook will be found in the Glossary, together with definitions and other informatory material.

Material formerly issued in bulletins will now appear as revisions to the Handbook. Material in the Handbook takes precedence over material formerly appearing in bulletins. Prompt insertion or deletion of new or revised material will keep the Handbook current, thus adding to its value.

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Handbook check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Handbook and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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Sec. WS 10-00 History of Enemy Alien Program
WSE

The history of the enemy alien services and assistance program closely follows the history of the war itself. The Presidential Proclamation of December 7 and 8, 1941, recommended that certain areas be designated by the Attorney General as prohibited areas from which all enemy aliens and others, particularly Japanese-American citizens, be absolutely excluded. Eighty-eight areas in California were so designated.

Included also in the Presidential Proclamation was provision for the apprehension and detainment of enemy aliens who might be dangerous to our national security. Control of activities of all enemy aliens and of persons of Japanese ancestry also was authorized in the Presidential Proclamation and immediately all members of the enemy alien group were required to observe curfew and to restrict their travel to within five miles of their homes. Authority for the apprehension, detainment examination, and custody or supervision of this group was placed in the Department of Justice.

In carrying out these responsibilities it was clearly discernable that (1) large numbers of families would be required to move from areas which had provided them with homes and or employment; (2) many families would be disorganized and in need because of removal of the mother or father--and in some instances both--and (3) that observance of curfew and travel restrictions would exert a limit on hours of employment and freedom of movement with deleterious effect on employment and income.

The U. S. Attorney General and later the Army took over restrictive action requiring that enemy aliens and other persons, particularly Japanese-American citizens, be removed from designated areas. The F. Sec. A. placed its entire resources at the disposal, first, of the Department of Justice, and later at the disposal of the Western Defense Command, for the task of removing, relocating, and in other ways regulating the activities of families excluded from military or prohibited areas. This task was completed with the aid of the SDSW and the county welfare departments.

Detention and internment, of course, affected only aliens, but family dependence occurred in many instances. In calling attention to the plight of persons detained or interned, the U. S. Attorney General said:

"THE SITUATION IS CREATED BY THE FEDERAL POLICY AND PROGRAM OF APPREHENDING AND DETAINING FOR EXAMINATION ALIEN ENEMIES WHO MAY BE DANGEROUS TO NATIONAL SECURITY. UNLIKE CRIMINALS, ALIEN ENEMIES ARE APPREHENDED AND DETAINED, NOT BECAUSE OF PROOF THAT THEY HAVE BROKEN ANY OF OUR LAWS, BUT BECAUSE OF THE FEDERAL POLICY WHICH MAKES NATIONAL SAFETY THE PARAMOUNT INTEREST. EVEN WHERE THERE IS GROUND FOR SUSPICION THAT AN ALIEN ENEMY MAY BE IN SOME MANNER DANGEROUS TO NATIONAL SECURITY, DOUBTS ARE RESOLVED IN FAVOR OF THE GOVERNMENT, AND HE IS APPREHENDED AND DETAINED PENDING A HEARING. FOR EXAMPLE, A NUMBER OF JAPANESE DOMESTIC SERVANTS EMPLOYED IN HOMES NEAR THE RESERVOIRS OF THE NEW YORK CITY WATER SHED WHICH MIGHT BE DAMAGED WERE APPREHENDED AND DETAINED UPON THE OUTBREAK OF THE WAR ALTHOUGH THERE WAS NO ADVERSE INFORMATION AGAINST THEM AS INDIVIDUALS. EVEN ALIEN ENEMIES WHO ARE ORDERED INTERNED MAY NOT BE GUILTY OF SUBVERSIVE ACTIVITIES, BUT THEY ARE KEPT IN CUSTODY BECAUSE IT IS FEARED THAT IF GIVEN AN OPPORTUNITY THEY MIGHT ENGAGE IN SOME ACTIVITY ADVERSE TO THE WAR EFFORT. AS A MATTER OF INTERNATIONAL LAW, IT IS AN ACCEPTED PRACTICE FOR SOVEREIGN STATES AT WAR TO PROTECT THEMSELVES BY DEPORTING OR DETAINING ALIEN ENEMIES BUT THIS DOES NOT CHARGE THE ALIENS WITH ANY CRIMINAL GUILT. SECTION 22, TITLE 50 OF THE UNITED STATES CODE, WHICH WAS ENACTED IN 1798, PROVIDES THAT ALIEN ENEMIES SHOULD BE ALLOWED TIME TO ASSEMBLE THEIR GOODS AND DEPART THE COUNTRY, 'ACCORDING TO THE DICTATES OF HUMANITY AND NATIONAL HOSPITALITY.' I FEEL THAT UNDER THE CONDITIONS OF MODERN WARFARE, IN WHICH WE CAN NO LONGER RETURN ALL ALIEN ENEMIES TO THEIR OWN COUNTRY, THE SAME DICTATES OF HUMANITY AND NATIONAL HOSPITALITY REQUIRE THE FEDERAL GOVERNMENT TO TAKE REASONABLE STEPS TO CARE FOR THEM."

It became evident that under the great responsibility assumed by the F. Sec. A. additional funds would be required for the conduct of so extensive a Federal program.

On February 6, 1942, the President allocated $500,000 from his emergency fund to the F. Sec. A. for assistance and services to families of enemy aliens affected by wartime regulations. He indicated that he would like the program to be administered within the frame-work of existing agencies. On February 10, 1942, the administrator of the F. Sec. A. authorized the F.S.S.B. to provide services and assistance in connection with the removal of enemy aliens and other persons and to provide assistance and services as necessary to the dependents of interned or detained enemy aliens.

Public Proclamation No. 1, dated March 2, 1942, issued by J. L. De Witt, Lieutenant-General, U. S. Army, Western Defense Command, described military areas 1 and 2 comprising all of the State of California and designated prohibited zones.

As a matter of military necessity all aliens of enemy nationality and those of Japanese ancestry were given a period of time in which they might voluntarily remove themselves from the indicated zones. All those of Japanese ancestry to the fourth degree of relationship were given a period for voluntary removal from military area #1, the western or coastal area of California.

Those enemy aliens who failed to make their own plans for removal from prohibited zones, and those of Japanese ancestry failing to leave military area #1, were by another proclamation, issued March 29, required to remain, and plans were formulated for their controlled evacuation. Instructions for the issuance of travel permits and for certain curfew exemptions were provided for--under additional proclamations.

Under controlled evacuation of military areas #1 and 2 exclusion orders were posted district by district and in the specified period all those of Japanese ancestry, except invalids, prisoners, mentally diseased, and a few others, were evacuated.

By early in August all of Japanese ancestry in California, with the above exceptions, were placed in assembly or relocation centers under supervision of the W.R.A. Responsibility for removal of all remaining Japanese was lodged in the W.C.C.A. Certain investigations have been made by county welfare departments at the request of W.C.C.A. These concern persons of Japanese ancestry who may require special services prior to evacuation or regarding whom certain data are necessary in order to make a decision regarding exemption.

On June 27, 1942, public proclamation #9 rescinded the prohibited and restricted areas within the Western Defense Command, and all except the areas of Terminal Island, Los Angeles and another area in San Francisco, are open to the enemy-alien residents of the State except Japanese Nationals or Japanese American citizens. Curfew and travel restrictions imposed by the Presidential Proclamation remain.

There still remain, however, those who, because of the order and subsequent events such as illness and old age, have found return to self-support impossible. These persons, therefore, are eligible to assistance as enemy aliens whose dependence is due to a restrictive order of the government.

Sec. WS 10-05 Agencies Participating in Enemy Alien Program
WSE

In California the agent of the F.S.S.B. is the SDSW. The Division of War Services was created by the authority of the SSWB in July, 1942, when it became known that the State and counties would assume local administrative responsibility. The Division of War Services is organized as are the other divisions administering public assistance.

The actual war services program, however, is administered by the county welfare departments. In planning, the county welfare departments should develop their organization as far as possible in line with the organization of the categorical aids. Total expenditures for administration and assistance are paid from Federal funds. Since most of these cases are emergent short contacts requiring quick decisions, the staff members assigned to the program should either have the authority to make decisions or free access to the person who has authority to make decisions.

Other agencies which participate in this program include the following:

1. Department of Justice: The Department of Justice has various functions in relation to enemy aliens, including the following: Responsibility for the issuance of certificates of identification; regulation through the United States Attorneys of certain aspects of the conduct of enemy aliens; detention and decision on internment; and authority to designate restricted and prohibited areas and to regulate enemy alien conduct with respect to such areas. The Alien Enemy Control Unit is the coordinating unit within the Department of Justice and with other agencies on the apprehension, detention, and control of enemy aliens.

2. War Department. The War Department has been authorized to proclaim military areas and to regulate the right of any person to enter, remain in, or leave such areas. Persons whose internment has been ordered by the Department of Justice are placed in the custody of the Army and sent to internment camps under military control. The Army has responsibility for the actual transfer of removed Japanese from assembly to relocation centers and for the maintenance of protective military guards outside the centers. The Army also constructs and equips the permanent centers which the W.R.A. operates.

3. W.R.A. Broad powers with respect to the treatment of enemy aliens have been placed with the W.R.A., an independent agency established by Executive Order No. 9102, March 18, 1942. The Government recognizes that it has certain responsibilities toward enemy aliens and others whom it has moved from their homes and communities and means of livelihood. The W.R.A. was given responsibility for the resettlement of the Japanese removed from certain areas of the West Coast under the direction of the Army. It selects, prepares, and operates permanent centers where Japanese who have been removed may live and work for the duration of the war. Relocation areas are approved jointly by the W.R.A. and the War Department. The relocation centers will be established in sparsely settled areas offering opportunities for agricultural development. It is expected these centers will be self-governing, democratic communities. The W.R.A. has responsibility for supervising all work and

employment of relocated persons, both in and out of such centers. By means of its Work Corps it mobilizes the skills and abilities of employable persons who have been moved from their homes to undertake programs of constructive work. Funds available under the President's allocation #42-74 for enemy aliens may not be used for the support of enemy aliens and others within the relocation centers.

4. U.S.E.S. It is expected that full utilization of the resources of the employment service will be made available to each employable applicant, and that plans for employment training may be made available. It is, therefore, suggested that each case history include a summarization of the employment possibilities within the family keeping in mind the present urgent national need for maximum production.

Sec. WS 10-10 Protective Powers Representing Interests of Enemy Countries
WSE

The Legation of Switzerland is at present actively cooperating in this plan by providing financial assistance to German citizens from funds made available by the German Government. The Governments of Italy and Japan have not yet made money available for assistance to their citizens.

Sec. WS 10-15 Private Organizations Interested in Alien National Groups
WSE

Private organizations, among them the National Refugee Service, the Young Women's Christian Association, the International Institute, the Society of Friends, and some private family and children's agencies, are especially interested in problems of alien national groups. Where these agencies exist, they should be used as needed, on a consultant and referral basis, as other community resources.

Sec. WS 10-20 Scope of the Enemy Alien Program
WSE

This program is designed to make provision for services and assistance in individual situations to certain enemy aliens and "other persons." Persons included in the plan are:

1. Enemy aliens or other persons and their dependents whose removal from a specified area, which is permitted to be individually effected, has been ordered by the Army or other properly authorized governmental agency; or whose activities within such area have been subjected to military regulations. This will include the Caucasian spouses of Japanese in relocation centers, aliens who lost employment because of curfew or travel regulations, aliens who because of removal from restricted or prohibited areas have been unable to reestablish themselves, alien fishermen who have not been able to secure other employment.

2. Enemy aliens who have been detained and later released; and the dependents of enemy aliens who have been detained and interned or released.

3. German nationals who are in need from causes other than restrictive action or interment, but who prefer to receive assistance from German funds.

Sec. WS 10-30 Definition of Enemy Aliens and "Other Persons"
WSE

Enemy alien status is determined by the Department of Justice, but it may be stated in general that the following persons have the status of enemy aliens.

All aliens 14 years of age or older who are natives, citizens or subjects of countries on which the U.S. has declared war;
All aliens 14 years of age or older who at present are stateless but who at the time at which they became stateless were citizens or subjects of countries on which the U.S. has declared war.

The term "other persons" is used in a special sense to cover persons, other than enemy aliens who may be subject to regulations issued by the Secretary of War or the designated military commanders. Persons of Japanese ancestry, or citizens whose associations might lead to question are, therefore, made subject to the regulation with regard to entering, remaining, or leaving any military area.

Dependents of enemy aliens and of such "other persons" for whom services or assistance may be provided include; 1. wives, children, husbands, whether alien or non-alien, of persons affected; 2. persons whether alien or non-alien, who are actually dependent upon or have been receiving substantial maintenance from the person affected.

A large number of the dependents of enemy aliens are United State citizens. These citizens are not entitled to assistance by the protecting power for the country to which the person who supports them owes allegiance, but may receive assistance from Federal funds under this plan.

Sec. WS 10-35 Restrictive Action Imposed by Governmental Agencies
WSE

Persons included in this plan must be affected by certain types of restrictive action by the Government. The types of restrictive action in which eligibility arises are limited to:

1. Removal from or regulation within a military area or a restrictive or prohibitive area and
2. detention or internment.

Removal orders and regulations constituting "restrictive actions" are limited to such orders and regulations issued with respect to the following areas:

1. Prohibitive and Restrictive Areas. Under Presidential Proclamation the Attorney General was authorized to exclude enemy aliens only from certain areas of military importance and to regulate their conduct in other areas. Certain prohibited and restricted areas were accordingly designated by the U.S. Attorney General, upon the recommendation of the War Department. Regulations ordering the removal of enemy aliens from the prohibitive areas and regulating their conduct within the restricted areas were issued by the U.S. Attorney General.

2. Military Areas. Under an executive order the Secretary of War and the military commanders designated by him were authorized to prescribe military areas and to issue regulations governing the right of any or all persons to enter, remain in, or leave such military areas. When the designated military commander prescribes as a military area an area that the U.S. Attorney General has previously designated as restricted or prohibited, the military commander's designation controls. The military commanders have followed the practice of issuing:

a. Public Proclamations, which define the boundaries of military areas and regulate the conduct within such areas of persons designated in the proclamations; and
b. Civilian Exclusion Orders which contain the regulations governing the removal of designated persons from a particular military area.

Removal. Assistance is available after the issuance of an exclusion order by the military commander or the U.S. Attorney General directing specified groups of persons to remove themselves, or after an official statement that such an order will be issued. Assistance may be given to families and individuals in these groups after the exclusion order or the official statement has been issued, both prior to and after their removal.

Regulation. The only regulations constituting restrictive action under this plan are those issued by a military commander regulating the conduct of enemy aliens and others within a military area, or those issued by the Attorney General regulating the conduct of enemy aliens only within a prohibited or restrictive areas. Enemy aliens in need because of regulations of the Department of Justice governing the conduct of enemy aliens generally throughout the country in relation to travel, cameras, etc., are not included in this plan.

Detention. Enemy aliens thought to be dangerous to the national security are apprehended by the Federal Bureau of Investigation and placed in detention under the custody of the Immigration and Naturalization Service of the Department of Justice, pending final decision on their case. Unlike criminals, enemy aliens are apprehended and detained, not because of proof that they have broken a law, but because of the Federal policy that makes national safety the paramount interest. Cases of detained persons are heard by civilian hearing boards, appointed by the U.S. Attorney General and located throughout the country; the recommendations of the boards are reviewed by the U.S. Attorney General, and final decision is made by him. Detained enemy aliens may be unconditionally released, paroled under specified condition, or interned. It may take many months before a final decision is reached.

Internment. Enemy aliens who are found by the U.S. Attorney General to be dangerous to the public peace or safety of the United States are ordered interned and are transferred to the custody of the War Department for the duration of the war. The fact that an enemy alien has been interned does not necessarily mean that he has been guilty of subversive activities, but he may be interned because it is feared that, if given the opportunity, he might engage in some activity adverse to the war effort.

It should be clearly borne in mind that this plan covers persons detained and interned. It does not cover persons who are apprehended by law-enforcement officers and imprisoned because of having broken a law.

Sec. WS 10-40 Types of Services Available
WSE

A. The Services available under this plan include:

1. Informational services, or referral to proper sources for information needed by enemy aliens in order that they may conform to existing regulations;
2. Services related to community and personal adjustments, particularly as affected by wartime measures governing enemy aliens;
3. Services related particularly to economic rehabilitation, such as those involved in helping with problems of reemployment, appropriate utilization and conservation of resources, rehousing, and moving to another community;
4. Special services on behalf of children, including necessary placement with relatives, in foster homes, or in institutions.
5. Financial assistance, to cover maintenance (including foster-home or institutional care), transportation for persons and household effects, and provision of necessary medical care. To be eligible for financial assistance, individuals and families must be in need, under the definition of need set forth in Sec. WS 11-55, as the result of one of the enumerated restrictive actions.

Sec. WS 10-45 Relation of Enemy Alien Program to Other Assistance Programs
WSE

It is not intended that this plan be used as the only social-service resource of persons who come within its scope. It is important to provide a continuity of services to enemy aliens, as to other individuals and families. The Federal Government, of course, stands ready to assume responsibility for the special services and assistance necessitated by its restrictive action in protecting the public interest. The type of service to be made available should, however, be decided on the basis of what is most adequately related to the best interests of the individual or family and at the same time consistent with the public interest.

The SDSW will ordinarily accept the determination of the county welfare department as to the proper allocation of responsibility in borderline cases. Financial assistance may not be made available simultaneously under this plan and under one of the regular programs. As the need for financial assistance under this plan must result from a restrictive action of the Government, there will usually be no problem in deciding under which program the case should be carried. In instances in which the family or individual may be eligible under both this and other programs for which the agency is responsible or upon which it may draw in granting assistance, the county welfare department will be guided by the following general policies in determining the program under which services and assistance should be granted:

1. In cases in which the individual or family was not in need of and was not receiving service or assistance prior to the restrictive action that resulted in need, the case should be cared for under this plan, even though eligibility for another special type of assistance (such as ANC) could be established;

2. In cases of individuals or families who were receiving service or assistance under another program:

   a. If the total situation of the family is substantially changed as a result of the restrictive action (as in cases requiring relocation and involving major readjustments), the case may be transferred to this program;

   b. If the situation remains substantially unchanged (as in the case of a separated family in receipt of ANC, in which a father who has been absent from home on a continued basis is interned), the case should be continued on the regular program.

Sec. WS 10-50 WSE Relation Between Enemy Alien Program and the Plan of the German Government to Assist Individuals of German Citizenship

German citizens coming within the scope of this plan are eligible for financial assistance from funds made available by the German Government through the Legation of Switzerland. In determining German citizenship, the Legation is bound by the law and policy of the German Government that expatriates Jews and the peoples of conquered countries. These persons are, however, eligible for assistance under the Enemy Alien Program if they are in need as a result of restrictive action on the part of the Federal Government.

The German Government through the Legation of Switzerland will, in addition provide assistance on behalf of German citizens who have lost their means of livelihood as a result of prejudice directed at them as enemy aliens. Such cases are not eligible for service or assistance under the terms of the plan for enemy aliens, unless they are also affected by a restrictive action of an authorized governmental agency.

Sec. WS 10-60 Referral to Enemy Alien Program from Other Agencies
WSE

Although applications for public assistance are generally made by the applicant himself, direct applications under this plan may be less frequent. Requests in behalf of persons who may be in need of services and assistance may be received from such agencies as the Department of Justice, the Army, the W.R.A., and the American Red Cross. Requests may also come from the consulates of the Swiss Government, which represents the interests of German and Italian citizens who are living in the United States or from the consulates of the Spanish Government, which represents the interests of the Japanese who are living in the United States.

Referrals may come in the form of lists of names and addresses of persons either to the SDSW or the county welfare department. The reason for the referral will not always be given.

Sec. WS 10-65 Initial Interview
WSE

Referrals sent directly to the SDSW will be forwarded to the county welfare department for follow-up. That department will take the initiative in arranging an interview with the family or the individual referred, preferably in his own home.

Every attempt to assure the family of fair dealing must be made at the time of the first contact. Full explanation of the function and services of the county welfare department and of the limitations of the services available under this plan is essential for the establishment of a working relationship between the worker and the family. The family should understand that, in making services available, the county welfare department does not have responsibility for law enforcement.

As in the other programs administered by the county, the purpose of the initial interview under this plan will be to determine the nature of the problem, to visualize related problems that are likely to arise, and to determine what can be done within the scope of the plan to assist in their solution. The usual clearances with the social service exchange and the county welfare department's master index should be made prior to the contact with the individual referred.

When emergent need is found to exist and all the facts of eligibility cannot be verified without further investigation, the county welfare department may make a finding of eligibility on the basis of the facts available and grant interim assistance pending completion of the investigation. If only informational service is given to the applicant during the first interview and the need for further service does not appear probable, the interviewer should be certain that the individual's questions have been answered as completely as possible and that he has a clear understanding of the information given him. Care should be taken to obtain the necessary identifying information for future reference.

If any further contacts are indicated following the first interview, as definite a statement as possible should be made to the individual in regard to (1) the services and assistance he may be able to secure on the basis of the information he has given, and (2) the arrangements that will be made by the interviewer.

Sec. WS 10-75 Investigation
WSE

The investigation of the status and needs of enemy aliens and "others" coming within the scope of this plan will include a visit to the home, where possible, and will consist of the verification of reported factual data supporting the basis for providing assistance, the analysis of the specific problems confronting the applicant and his family, and the development of a plan for utilizing the services and assistance available under this program and other community welfare programs. The investigation should be directed toward the verification of the two primary factors that form the basis for providing service and assistance; namely, (1) that need for service or assistance exists, and (2) that such need has resulted directly from detention, internment, removal, or regulation within a military area or a prohibited or restricted area by a Federal agency. It will also be necessary to identify the applicant, or individual upon whom the applicant is dependent, as a person who has been affected by restrictive governmental action. Although no requirements as to the number and frequency of contacts is proposed the county will be

expected to keep informed of the changing circumstances and needs of the recipients. Changes in the employment status of dependents of persons detained or interned, internment or detention of other members of the household, or the placing of additional limitations on alien activities by the Army or the Department of Justice may give rise to changes in need for financial assistance.

Investigation with respect to need for financial assistance will not be necessary for persons requiring services under this plan that do not involve financial outlay. Such services will be made available upon verification of alien status and the fact that the applicant has been affected by restrictive governmental action as set forth in Section WS 10-35.

Sec. WS 10-85 Verification of Enemy Alien Status
WSE

Enemy alien status (and evidence of restrictive governmental action) can be assumed with respect to a person whose family has been referred by the Department of Justice because of his detention or internment, or upon confirmation by that Department of such action.

In instances other than those of internment or detention, the status of an individual as an enemy alien may be ascertained by examination of the Certificate of Identification which enemy aliens are required, under Presidential Proclamation No. 2537, January 14, 1942, to have on their persons at all times. Occasionally, persons have claimed that they were registered erroneously as enemy aliens. As long as such persons have in their possession certificates of identification indicating that they are aliens of enemy countries, they are included in this program. Aliens not in possession of such certificates should be advised to report at once to the nearest office of the Immigration and Naturalization Service.

It will be necessary to ascertain the citizenship or enemy alien status of each individual in the family or household unit for which assistance is being considered, in order that financial responsibility as between the United States and other governments may be allocated. This is essential for purposes of identifying the persons for whom the Legation of Switzerland has taken responsibility on behalf of the German Government. The data regarding arrival in the United States, status of passport, and status of citizenship under German law, which are required for the "Social Data Report, German Citizens," will establish the status of persons claiming German citizenship.

Sec. WS 10-90 Verification of Restrictive Action by Governmental Agency
WSE

The general classes of restrictive action set forth in Section WS 10-35 include (1) detention and internment, and (2) removal and regulation within a military area. The investigation must identify the specific regulation or action that has had a primary bearing on the current needs of the applicant.

It may be assumed that a person whose dependents have been referred by the Department of Justice, the consul of Switzerland, or the American Red Cross is detained or interned if positive information concerning such action is included in the referral.

If direct application to the local agency is made by the dependents of a detained or interned person, or if the information contained in the referral is not adequate, verification can be secured by telephoning the nearest office of the United States Attorney. If this is not feasible or if conclusive information cannot be obtained by telephone, a request for verification should be mailed to the nearest office of the United States Attorney. Pending clearance and return of the request for verification, the family or dependents may be presumed to be eligible for interim assistance upon evaluation of the statement of the applicant and verification of detention and internment through other sources in the community.

The manner in which a person has been affected by any of the restrictive actions requiring removal and regulation within military areas or prohibited or restricted areas will be verified by referral to the specific order or regulation promulgated by the Military Commander or U.S. Attorney General.

Sec. WS 10-95 Recording of Social History
WSE

Counties should use their present method of recording wherever possible, rather than establish special procedures under this plan. In this, as in other programs, the information justifying the county's action with respect to the services given and financial assistance provided, should be clearly stated in the record.

In an enemy alien case the record should include data on the following three points in addition to other information which may be pertinent to the particular situation. These are:

1. Proof of alien status or nationality and how verified.

2. Proof that dependence is due to restrictive action of the government and how verified.

3. Evidence of need and how verified.

A SUGGESTED OUTLINE FOR RECORDING THE SOCIAL HISTORY

I. Referral - Source and reason.

II. Family composition.

III. Nationality or citizenship-including detained or interned members of family group as well as those in the household.

Alien registration data including number. If registration card is lost or misplaced, state whether duplicate has been requested or other action taken.

IV. Restrictive action resulting in dependence.

V. Occupational history.

VI. Special problems.

VII. Determination of need.

A. Detailed statement of present financial situation.

1. Real or personal property.
2. Income.
3. Other resources.

B. Budgetary requirements including special needs.

VIII. Recommendations - Standard of assistance used.

A. If Swiss Consul case, show the portion of the budget which is to be paid from German funds and the portion to be paid from the enemy alien fund for American citizens in the family.

Sec. WS 11-00 Confidential Nature of Records
WSE

The confidential nature of personal information obtained in connection with applications for services and assistance should be safeguarded under regulations of the SDSW.

Personal information should be released only to establish social welfare agencies, to individuals, or to organizations acting in behalf of the individual or the family at its request; or such information may be released, with necessary safeguards, to military authorities and other Federal instrumentalities that perform specified services for the War Department and that request and use the information for war-related purposes only. Proper assurances should be obtained in all cases that the use of the information will be limited to the purpose for which it is made available.

Only information having a direct bearing on the request for information should be furnished. Accordingly, a county representative should select the pertinent factual information, leaving out personal information extraneous to the request, and should make proper interpretation of the total county record with specific relation to the question at issue.

Sec. WS 11-05 Informational Service
WSE

There will be a wide variety of requests, from aliens relocating and those in their own communities who anticipate restrictive action, on which the county can give information or can direct applicants to sources of information. Newcomers will want to establish contacts with schools, churches, and recreational programs; they will also want to know about health resources, and housing facilities. Some applicants may wish the help of the county in making these community contacts; others may prefer to use the information on their own initiative. Some questions will be asked about alien status, travel regulations, property adjustment, employment, the opportunity for keeping the family group together, and preserving cultural standards.

Sec. WS 11-10 Naturalization Information
WSE

Questions about naturalization may also be asked. Persons should be referred to the nearest office of the Immigration and Naturalization Service for advice on their eligibility to undertake or continue naturalization proceedings. In relation to this question, it is to be remembered that a noncitizen who is technically an enemy alien is not precluded for the duration of the war from becoming a citizen of the United States. A German or Italian alien may be naturalized, if, on December 8, 1941, (1) he had his first papers at least 2 years but not more than 7 years, or (2) he was entitled to apply for citizenship without declaration of intention (for example, husband or wife of American citizen), or (3) his petition for naturalization was pending in court.

In addition, the President, by Executive Order No. 9106 (March 20, 1942) excepted "from the classification 'alien enemy' all persons whom the Attorney General of the United States shall, after investigation fully establishing their loyalty, certify as persons loyal to the United States." Such aliens, under section 326 of the Nationality Act of 1940, shall thereupon have the privilege of applying for naturalization.

Sec. WS 11-15 Consultation on Matters of Property
WSE

Property questions may involve obtaining permission to conduct transactions with respect to the property of interned enemy aliens, sale of property prior to voluntary removal, or purchase of property for purposes of relocation. The Foreign Funds Control Unit, Department of the Treasury, is in charge of the licensing of property transactions made by enemy aliens. As pointed out in Section WS 50-00 "Limitation on Enemy Alien Activity" no license need be obtained if the person is a generally licensed national. If he is not, applications for licenses should be filed with the nearest Federal Reserve Bank. These banks and their branches will furnish information on what, if any, permission is necessary in order to dispose of property and on the various procedures involved in getting such permission. These questions may also be referred directly to the United States Treasury, Foreign Funds Control Unit, either by the applicant or by the agency.

Representatives of the F.Sec.A. and the county agricultural agents can be helpful in giving advice on such matters as contemplated transactions involving farms.

Sec. WS 11-20 Employment Planning
WSE

For some applicants, the giving of information about employment will be sufficient. Others, however, may need the agency's interest over a period of time. It is important that employable applicants be helped as needed in finding employment, for their own sake and because they are necessary to the war effort. The country is facing a serious shortage of workers in certain occupations, which necessitates recruitment from all available sources of labor. The President's Executive Order No. 8802 (June 25, 1941) emphasized the need for full participation in the defense program of all persons, regardless of race, creed, color, or national origin. The U.S.E.S. has been working with employers toward an understanding and application of this national policy, which of course includes enemy aliens as a source from which needed workers should be recruited.

Provisions have been made for the Secretary of the Navy to consent to the employment of certain aliens on "classified" aeronautical contracts. This work is of a highly confidential, secret, and restricted nature. The Secretary of the Navy has granted many such consents when applications have been properly made by a contractor on Alien Questionnaires. When the Secretary of the Navy grants consent for the employment of an alien, it is the practice of the War Department to grant similar consent without further action on the part of either the alien or the employer. The usual procedure is to have the blanks, which are obtainable from the Army or Navy inspectors located at the plants, filled out by the company. They are then forwarded to the office of the Secretary of War or the Secretary of the Navy, depending upon the origin of the defense contract, with a request for a special work permit for the individual. This kind of employment is available on only a small scale, being restricted usually to highly skilled, technical workers. It is, however, a very important group in the war effort.

Private employment may offer more opportunities than defense industries. Considerable emphasis has been placed upon employment of aliens in private industry; in December of last year, the U.S. Attorney General released a statement deploring discrimination against aliens in private employment as short-sighted.

Some of the problems, however, which may be faced by these people in looking for work are:

1. Lack of employment opportunities;

2. Difficulty of small business men in getting stock and equipment;

3. Unfriendly attitude of the community;

4. Personal insecurity about applying for work in a new setting;

5. Difficulties arising from curfew and travel regulations;

6. Confusion of potential employers as to the requirements of the Government on employment of alien workers.

Existing agency procedures should be followed in the use of employment resources within the agency and in referral to the U.S.E.S. Some additional interpretation to the U.S.E.S. of the situations of the individuals referred may be helpful. Inasmuch as some employers require birth certificates and other credentials, the U.S.E.S. may request such information from the agency, in certain situations, in order to facilitate placement of those aliens who meet the specifications of job openings.

Sec. WS 11-25 Consultation on Personal Problems
WSE

Concern of individuals and families over alien status, anxiety caused by restrictions placed upon the family, particularly if they involve the detention or internment of the head of the family or the chief bread winner and result in loss of income, and worry over the family's future financial and social status may give rise to serious family problems in the solution of which the agency can be helpful. Referral may be made in some situations to other agencies offering more specialized service.

Sec. WS 11-30 Medical Care
WSE

Where there are no medical facilities available and there are health problems requiring attention these may be cared for under this program on the basis of verified need. It is expected that payment for medical care given in acute or chronic cases will be based upon actual changes, provided such charges do not exceed the established fee schedule of the county. For those counties having no established schedule of rates for medical care a suggested schedule will be sent upon request to the SDSW.

Sec. WS 11-35 Care of Children
WSE

It has occasionally been necessary to intern alien parents before they had time to work out plans for the care of their children. In other instances it has been necessary to intern children with their parents. If there are relatives or friends with whom parents would like to place their children or if parents contemplate other arrangements, the county can frequently help with these.

Placement of a child should be handled on an individualized basis, because of possibilities of increasing the child's anxiety and of threatening family life. The objective of keeping a child with its parents, especially the mother, whenever possible, should guide county policy. Awareness of children's problems and proper handling of them will not only protect children and family relationships, but will help to safeguard community life.

Planning for the care of children and provision of appropriate services should be undertaken with the participation of the C.W.S. worker, and the best standards of care should be maintained. Rates paid for foster-home and institutional placement should be consistent with those prevailing in the community. The cost of institutional placement would be met on the same basis as that of hospital care, usually on a per capita, per diem basis. The use of children's institutions should be restricted to those that have been licensed and approved by the SDSW.

Sec. WS 11-40 Planning for Voluntary Removal on an Individual Basis
WSE

As governmental restrictive measures are extended, more families and individuals may choose to leave certain areas voluntarily. Some will be able to make their own plans; others will wish to call upon the services of the agency. Financial assistance may not be involved, but the advice of the agency and its opinion of the soundness of the plan will often be desirable. In all such instances a social plan should be formulated as the chief basis of any assistance rendered. It should comprise five steps:

1. Obtaining the details of the relocation plan as worked out by the family;

2. Verification of the factual basis of the plan;

3. An analysis of the family's requirements and resources for the period covered by the plan;

4. Determination of amounts of financial assistance necessary;

5. Recommendations to the proper authority that the necessary change of residence forms and travel permits be executed.

Residence of the family in the military area potentially prohibited must be verified, as well as the fact that the relocation planned for is not in a military zone or area. The source of support and housing facilities upon arrival should also be determined. If support is through employment, verification should be made by direct contact with the new employer unless employment was secured through the local U.S.E.S. office, in which case it will be made directly by that office. The factors to consider are degree of permanence, continuity of employment, and degree to which earnings will meet current needs. If support is through relatives or friends, the county will use regular channels for making out-of-town inquiries and follow procedures governing inter-State relationships.

Sec. WS 11-45 Liaison Service
WSE

The county welfare department may be asked to serve as a channel of communication between the applicant and relatives and friends living elsewhere. There will occasionally be situations such as those involving plans for child care, which will require communication, including personal interviews, with aliens who are interned. Permission for county representatives to enter internment camps for personal interviews must be arranged through the SDSW. A letter from the county welfare department giving the name of the person who will make the contact with the camp, his title, nature of the business to be transacted and the name of the person to be interviewed, should be sent to the SDSW. That department will clear the request and will notify the county when permission has been granted.

Sec. WS 11-55 Financial Assistance
WSE

When financial assistance beyond that given to meet the immediate situation is required, it may be granted to individuals and families month by month on the basis of need and during such period as funds are available under this plan.

Although no statewide policy has been set and the budget has been left to the discretion of the counties it is expected that standards of assistance for this program will not be higher than those generally applicable to persons eligible for financial assistance under the other welfare programs operating within the State; it is expected, however, that subsistence needs will be met. The standards in the approved plan for ANC or those in the GR program may be most nearly applicable to this program. Most counties have found the ANC budget most nearly applicable.

There is no statewide limit on real or personal property. It is expected, however, that available assets will be taken into consideration and the advisability of using them will be determined on an individual case basis.

Verification is not required prior to granting emergency aid where there is immediate need. When the family will require long time care, however, the usual verifications will be made.

The county's standards and operating procedures for determining need and the amount of assistance may require adaptation to include provision for the treatment of special problems that are not usually considered as coming within the definition of need. In all cases need shall be determined by considering requirements in relation to available resources. Such adaptations should include:

1. Provision for assistance in cash or in kind to individuals or families living in their own homes, boarding homes, or other types of living arrangements.

2. Consideration, in establishing need, of anticipated expenditures related to the services the family may require, and inclusion in the payment of the cost of medical care, travel, moving or storage of household effects. Provision should also be made to meet the cost of burial.

3. The immediate provision of cash in hand, assistance in kind, temporary shelter, travel, and transportation of household goods to meet emergencies.

4. Consideration of special Federal regulations regarding property of aliens in determining their need. In considering the effect of any resource on the need of an applicant, emphasis should be placed on determining the availability of the resource to meet current requirements. Limitations through "freezing" by the Treasury Department may have been imposed upon property transactions and upon the amount of money available for the applicant's use. The agency will be able to identify the classes of persons to whom the Federal regulations on property described in Section 50-00 "Limitations on Enemy Alien Activity," specifically apply. Such identification will provide a basis for determining the extent to which the resource is or can be made available, and for planning transactions for its conservation or liquidation.

All payments made in cash or in kind under this plan are to be authorized and paid in accordance with the county's usual procedures. Information required on the authorization form should be carefully noted in order that the financial records of the county will yield the necessary information for claiming reimbursement under this plan.

Sec. WS 11-60 Notification of Decision
WSE

As soon as decision is reached as to eligibility for financial assistance under this plan, the applicant will be notified in writing of the decision and of the amount of assistance to be paid through the county welfare department. If the county is requesting assistance for the individual or family through the Swiss Government, this information should be given in the notification.

Recipients will also be notified when increases or decreases in payments are made, when their cases are closed, and when any other administrative action is taken by the county. The reason for the action should be given in the notification.

If eligibility for financial assistance cannot be established, the reason for rejection should be given in the notification.

Sec. WS 12-00 WSE Cooperation With the Legation of Switzerland on Assistance to German Citizens

The German Government has provided the Legation of Switzerland with funds that it may use to assist individuals of German citizenship in the United States.

The Legation has requested the F.S.S.B. to arrange with the SDSW with respect to enemy aliens affected by restrictive action of the Federal Government to investigate such cases involving German citizens, determine the amount of assistance to be given, and notify the nearest consul of Switzerland of this decision. The Legation of Switzerland has instructed its consuls to make payments as recommended by the county welfare departments when German citizenship is verified through the alien registration number and complementary documents, such as passport or papers of origin, and when certain other essential data are supplied.

It should be clear that the Legation of Switzerland is responsible for assistance to German citizens only. In determining citizenship, the Legation is bound by the laws of the Reich. Under these laws, Jewish persons and persons having citizenship in countries conquered by the Reich are excluded from German citizenship. Such persons are ineligible for assistance through the Legation; they are eligible under the plan for Enemy Aliens, however, if they are in need as a result of restrictive action by the Federal Government.

Cases may come to the attention of the Swiss Consul or the welfare agencies directly. If they come to the attention of the Swiss Consul he will refer the matter to the proper county welfare department with a request that an investigation be made. The county welfare department will then investigate the request for assistance and send a summary of that investigation together with a recommendation for the amount of financial assistance on a monthly basis to the Consulate of Switzerland, at 100 Bush Street, San Francisco. The report should consist of two copies of a narrative summary (see Sec. WS 10-95), two copies of the Social Data Card (see Sec. WS 42-00), and two copies of Request for Assistance Payment (see Sec. WS 31-40). Included in the narrative should be the basis upon which the assistance grant has been computed. In the event that emergency assistance is necessary and the family cannot wait for the receipt of a warrant from the Swiss Legation, or an emergency requires an immediate increase in the payment, assistance should be advanced from county funds and reimbursement claimed from the Swiss Consul. (See Request for Reimbursement in Sec. WS 31-40.) When the family conditions have changed to an extent requiring an adjustment in the grant, a summary report should be sent by the county welfare department to the Swiss Consul authorizing such a change. (See Request for Change in Payment in Sec. WS 31-40.)

German citizens in need for reasons other than restrictive action, such as loss of employment due to prejudice, are not eligible for service or assistance under Enemy Alien Program. The German Government, however, has made funds available for German citizens in addition to those who come within the scope of this plan. In the same way that counties make arrangements for handling out-of-State inquiries, they may arrange with the consuls of Switzerland for investigating and reporting on cases for whom assistance is not available under this or other public assistance programs. In referring cases to the consuls, the county should consider carefully the possible results of such action and should avoid transferring cases now receiving public assistance since this may not meet the best interests of the families who, because of their loyalty to this country, may not wish to receive assistance from a foreign country.

Sec. WS 12-05 Source of Referrals of Swiss Legation Cases
WSE

The Legation of Switzerland will refer all cases of German citizens coming to its attention to the SDSW. The nearest consul of Switzerland should be informed by letter that the inquiry has been received, and the approximate time the first contact will be made should be indicated in the letter.

German citizens presumptively eligible for financial assistance through the Legation of Switzerland may be referred from other sources, such as the Red Cross, the Department of Justice, or the State Department; or direct application may be made. In such instances it will be unnecessary to forward any information to the consular office, except when financial assistance is needed. When the applicant is in need, the plan of the county to request assistance payments from the consular office should be explained to him and his approval secured. The procedure for obtaining assistance for such persons is the same as that for cases referred through the Legation.

Some Germans, such as political refugees, may specifically request not to receive assistance from the German Government. If they present a reasonable basis for not wishing to receive assistance from the German Government or for not wishing to have data about members of the family presented to the German Government, they should be granted financial assistance under the plan for enemy aliens.

Sec. WS 12-10 Report of Investigation on Swiss Legation Cases
WSE

In all cases referred, the county will take the initiative in arranging an interview with the individual or family, preferably by a visit to the home. If at the time of the first interview it appears that the person referred is not in need of financial assistance and further contacts are not necessary, a letter should be sent to the nearest consul of Switzerland stating these facts. The letter should contain enough information about the visit to substantiate the county's decision.

If at the time of the first interview it appears that financial assistance may be needed, a complete investigation should be made. On completion of the investigation, three copies of the "Social Data Report, German Citizens" should be filled out. (See Sec. WS 42-00). One copy is to be filed in the county's case record and the other two will be forwarded directly to the nearest consul of Switzerland. Recommendation made by the county welfare department to the consul as to the amount of assistance to be paid to any German citizen should be accompanied by this form. The letter transmitting the social data report is the authorizing document and is to be signed by the person in the county welfare department who is authorized to approve expenditures of county funds under this plan.

In some instances all members of the family, because they are German citizens, may be assisted from funds made available through the Legation of Switzerland. In other instances only the German citizens in the household will be eligible for assistance through this source, while others in the household who are not German citizens will receive assistance from Federal funds made available under the plan for enemy aliens. In cases involving both German citizens and others, only that part of the need of the family which is allocable to the German citizen(s) should be included in the recommendation and entered on the social data report. In budgeting for family groups it is important to set forth an itemized budget. The share which has been determined to be that of the German citizen members of the household should be clearly shown. In determining the amount allocable to the German citizen(s), the county may use its established procedures for allocation of payments in families in which more than one type of assistance is being received.

Sec. WS 12-15 Payment to Swiss Legation Cases
WSE

Upon review and approval of the social data report by the consul of Switzerland, payments will be made directly by him to the payee on a monthly basis. Notification will be sent to the agency that payment has been forwarded.

The Legation of Switzerland has advised the consuls that no adjustment in the amount of the payment shall be made on their initiative, without the prior approval of the county welfare department. As changes in payment are authorized by the county, an official authorizing letter to this effect should be forwarded to the nearest consul. Current expense for medical and hospital care, as well as other needs, may be met through this program.

Sec. WS 12-20 Standards of Assistance
WSE

Each county may use its own discretion as to the standard of assistance. That standard commonly accepted in the community, either the ANC or GR budget, has been considered acceptable. The previous standard of living in many of these families, is higher than that found in families coming ordinarily for assistance. The report should show the needs as estimated by the family and a statement as to whether or not readjustment to meet county standards presents sound planning. This might depend on the probable duration of care. In the long time cases resulting from internment or detention, the needs of the family are similar to those of ANC cases. The ANC budget would, therefore, be most nearly applicable.

When the needs of the applicant do not fit into the pattern of a current monthly budget, but good social planning would indicate aid should be granted, the recommendation can be so worded as to leave the final decision on unusual items to the Swiss Consul.

Sec. WS 12-25 Services of the County and Legation of Switzerland
WSE

The county welfare department will maintain such contacts with individuals who receive assistance through the Legation as are essential to give assurance that continuing financial assistance is needed and will provide or will assist the recipient in securing necessary services. These recipients will in many instances look to the consuls of Switzerland to answer inquiries concerning their citizenship status as it relates to the Reich, to repatriation, and to other matters bearing on their connections with the Reich.

In cases of dissatisfaction recipients may come to the county welfare department or may get in touch with the consul. The consuls have been instructed to refer complaints that appear to be justified to the county, and every effort will be made to reach a mutually satisfactory settlement.

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Handbook check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Handbook and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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Sec. WS 30-05 Financing of Enemy Alien (WSE) and Civilian War Assistance (WSC)
WSE WSC Programs

Under the present agreements with the F.S.S.B. funds are advanced to the SDSW for operation of these programs. The individual counties will utilize their own funds for the operation of the programs and will be reimbursed each month for the expenditures incurred. The counties will segregate the expenditures made for these programs from other expenditures and will maintain definite total and complete segregation of both assistance and administrative expenses under each of the W.S. programs. The counties will set up controls and accounts in conformity with the requirements contained in the following sections.

Payments of assistance or services to German Nationals receiving aid through the Swiss Legation will be made directly by the Swiss Consul. "Request for Assistance Payment", "Request for Change in Payment", and "Request for Reimbursement", forms (see Sec. WS 31-40 for sample of form letters) should be filed directly with the Swiss Consul and not through the SDSW.

Sec. WS 30-10 Advances for Enemy Alien and Civilian War Assistance Programs
WSE WSC

Although the general operations will be on a reimbursement basis, only in case of emergency or if conditions warrant will the SDSW advance funds to counties unable to finance the war services programs out of county funds. These advances will be handled on an estimate basis in a manner similar to that used for OAS, ANB and ANC. It is not anticipated that counties will use the advance method but, should an emergency arise, certain counties may wish to secure advance funds because of the enormity of the expenditure involved and such a request will be made to the SDSW. If funds are advanced, the counties must segregate the funds advanced from all other county funds and must set up controls and accounts for the funds advanced in conformity with Federal requirements.

Sec. WS 30-15 Reimbursement for Enemy Alien and Civilian War Assistance Programs
WSE WSC

Claims for reimbursement for expenditures incurred for assistance will be submitted monthly on the War Services Assistance Affidavit (Form WS-1(DFA) and the listing of the expenditures will be shown on War Services Assistance Claim (Form WS-2(DFA). Reimbursement for expenditures incurred for administration will be

submitted on War Services Administrative Expense Affidavit (Form WS-3(DFA) and the individual items of expenditure will be shown on Administrative Expense Worksheet for Allocation of Expenditures for Salaries and Wages (Form DFA 64) and Administrative Expense Worksheet for Allocation of Expenditures for Maintenance and Operation and Capital Outlay (Form DFA 64a).

Copies of these forms and instructions for preparation are included in Sec. WS 31-05 through Sec. WS 31-25.

Sec. WS 30-20 Accounting and Control
WSE WSC

A. Reimbursement Basis.

Expenditures under these programs will be segregated from those for other programs. This means that separate accounts will be maintained for these programs in order that the transactions may be readily segregated from all other programs operated by the counties. The regular accounting system may be adapted to provide such segregation with the setting up of the necessary additional accounts.

The accounts for assistance shall reflect all disbursements of these programs for the following types of expenditures under the individual programs: "Maintenance," "Transportation," "Medical Services," and "Other." Recording of accounts in this manner will facilitate the preparation of the War Services Assistance Affidavit, (Form WS-1(DFA). The accounts should make it possible to specify the types of services included under "Other." With respect to classification of expenditures under "Maintenance," "Transportation," "Medical Services," and "Other," the following should be noted:

1. "Maintenance" includes such items as food, clothing, shelter, utilities, and other maintenance requirements to persons eligible for assistance under the W.S. programs. This item may also include maintenance requirements that are not usually recurrent and for which special provision is frequently made, such as medical services, travel and transportation, and burial, when such requirements are provided for in undifferentiated money payments to recipients and hence cannot readily be identified and classified separately.

2. "Transportation" includes amounts for providing travel of persons and transportation or storage of effects of persons eligible for assistance under the W.S. programs. This item should not include small allowances for car or bus fares for transportation to schools, clinics, etc. Such allowances should be reported as "Maintenance."

3. "Medical Services" include care by physicians in home or office, clinic care, hospitalization, dental care, nursing service, medical appliances, supplies and drugs, and laboratory and diagnostic tests to persons eligible for assistance under the W.S. programs. It is not intended that this amount should include allowances for medical services included in undifferentiated money payments to recipients; because of the difficulty of separating such allowances they should be reported as "Maintenance." Separate money payments to recipients intended for medical services alone are presumably readily identifiable and should be reported along with payments made directly to persons and agencies furnishing medical services to recipients.

4. "Other" includes items which are not readily identifiable as being either of the above mentioned categories. Cost of burial would be an example of "Other."

5. "Petty Cash," if identifiable, should be charged to the proper category. The advance of petty cash is to be governed by county policy and procedure and the individual case is the determining factor of the amount of petty cash required by the individual. It is not desired to become too far removed from regular county policy and procedure in the matter of petty cash advances, but it is to be remembered that different types of people are affected by war emergencies and it may be necessary that certain restrictions on petty cash advances be relaxed for these programs.

B. Advance Basis.

When counties receive funds on an advance basis in emergencies similar accounting shall be maintained as outlined under "Reimbursement Basis" above. In addition, if advances of Federal funds are made to counties, the following will be required in connection with the control of advanced Federal funds:

1. The county officials vested with the authority to issue checks or warrants on the Federal fund account should be bonded in amount commensurate with possible expenditures. If such disbursing officials are already bonded in such capacity, no additional bonding will be required for these programs if the present bond adequately protects these Federal monies.

2. It will not be necessary to bond county disbursing officers in anticipation of advancement of funds if the list of the persons who will probably handle the funds is incorporated in a fidelity schedule bond to be left undated until a situation arises requiring advancement and the expenditure of funds. Under such an arrangement the bonding company usually gives thirty days automatic coverage to this list of authorized persons pending receipt of an exact list of the persons handling these funds at the time the emergency occurred.

3. As a minimum of internal control over Federal funds advanced for these programs, the actual disbursement should be made by a person other than the one authorizing the assistance, except for emergency conditions where under appropriate instructions of the county the persons authorizing assistance might be provided with a specified amount of cash out of which they would be authorized to give assistance in currency to individuals. Bonding requirements referred to above will not be applicable in such cases. However, each person receiving assistance in currency should be required to sign a receipt for the amount received. Insofar as possible regular county procedure should be followed in the matter of cash allowances.

4. Expenditures for funds advanced must be segregated as required under the procedure outlined for the reimbursement basis.

5. Special forms for the request of emergency advances of Federal funds for the W.S. programs will be available to counties who require such an emergency advance.

In addition to the accounts maintained for assistance, accounts shall also be maintained for administrative expenditures which will facilitate the preparation of the War Services Administrative Expense affidavit, (Form WS-3(DFA)).

Sec. WS 30-30 Auditing
WSE WSC

In order that the counties may be in a position to meet a Federal audit of the expenditures made, the counties will conform to the following minimum requirements:

1. Evidence of Authorization of Assistance

a. It will be necessary for auditing and accounting purposes that all expenditures be supported by proper authorization. The authorization may provide for the payment of assistance or for the furnishing of such assistance in kind. It may be possible to use the same authorization form for both purposes. Authorization forms should contain the following minimum information:

(1) Date of authorization;

(2) Name of fiscal department or officer (if authorization is used to authorize payment to the recipient) or name of department, commisary, or vendor upon whom the authorization to furnish services in kind is given;

(3) Name and address of person for whom assistance is authorized, case number, if case numbers are used, and number of persons in family group included in grant;

(4) Program under which the person is eligible for assistance (Enemy Alien Program or Civilian War Assistance);

(5) Description of expenditures authorized, i.e., "Maintenance," "Transportation," "Medical Services," and "Other" (specify);

(6) Amount of each type of expenditure;

(7) Period for which assistance is authorized (Period should be indicated only when the authorization covers assistance needs for a specified period. If continuous periodic payments are authorized, this should be indicated.);

(8) Signature and title of authorizing official;

(9) Signature of recipient of assistance. Note: Under all conditions it is desirable to obtain a signed acknowledgment of the receipt of assistance from the person for whom the assistance is authorized. The following standards should be observed in this connection:

(a) If the authorization is honored by a check drawn to the recipient of assistance as payee, and the paid check with the recipient's endorsement is available for audit, no signature of the recipient on the authorization form need be obtained.

(b) If the authorization is made for an amount paid out in cash as distinct from checks, a receipt from each individual receiving cash, and the amount received, must be a part of or attached to the authorization.

(c) If the authorization is made to an individual to be honored in kind (i.e., goods or service), the signature of the individual acknowledging receipt of the goods or services should be obtained.

(d) If the authorization is issued for group care, the signature of at least the group leader or some person in addition to the authorizing official should be obtained.

(e) If the authorization is issued for commodities purchased in bulk to be distributed to beneficiaries, the signatures of the beneficiaries need not be obtained on the original purchase authorization. Records indicating the disposition of such bulk purchases should, however, be available. If such bulk purchases are issued by written authorization to individuals, their signatures should be obtained on such individual authorizations.

(f) If the authorization is issued for petty cash, a receipt from each individual receiving cash and the amount received must be part of or attached to the authorization.

If the present county forms are not adaptable for this purpose, a special form may be worked out for use on these programs.

2. Evidence of Payment of Assistance

The scope of the audit will include the verification (1) that the expenditures have been duly authorized, and (2) that the payments have been made. It will be required in the county agency that, in addition to the authorization, the accounting records of each expenditure must be supported by actual evidence in the form of paid warrants or checks for the services or assistance authorized, and of invoices or bills in cases where assistance in kind is authorized.

The audit scope will be on the basis of the minimum procedure to assure the discharge of accountability and will not be directed toward the review of administrative decisions by the officers and staff engaged in the program, except where irregularities justifying further examination are evident.

Sec. WS 30-35 Reimbursement for Administrative Costs
WSE WSC

Counties may be reimbursed for costs incurred in the administration of these programs. The requirements for obtaining reimbursement for costs of administering these programs will be similar to those now used in OAS, ANB and ANC. Instructions as to the method of claiming are outlined in Secs. WS 31-15, 31-20, 31-25, 31-30 and 31-35. Accounts will be maintained for administrative expenditures which will facilitate the preparation of the claim for reimbursement for war services.

Two methods of computing administrative expenditures for the W.S. programs may be used. The administrative expenditures for the W.S. programs may be identified and charged to either "Extraneous" or "Other Welfare Programs" according to whichever is most expedient for an individual county.

Charges may be made to "Extraneous" in those counties where the number of cases in which assistance or services is given under these programs is so small that the amount involved is not worth the effort of computing the amount of Over-all which would be absorbed by the W.S. programs.

Charges may be made to "Other Welfare Programs" when the programs are so extensive that the amounts involved are worth the additional work of computing the Over-all costs.

In either case an identification should be made as to the amounts shown on The Administrative Expense Worksheet for Allocation of Expenditures for Salaries and Wages (Form DFA 64) and The Administrative Expense Worksheet for Allocation of Expenditures for Maintenance and Operation and Capital Outlay (Form DFA 64a) for each W.S. program, i.e., Enemy Alien Program (WSE) or Civilian War Assistance Program (WSC).

Sec. WS 31-00 Forms Employed
WSE WSC

Separate claims are to be filed for eachprogram and under each program separate claims are to be filed for assistance and administration.

All claims for assistance shall be presented on SDSW War Services Assistance Affidavit (Form WS-1(DFA)), and War Services Assistance Claim (Form WS-2(DFA)).

All claims for administrative costs shall be presented on SDSW War Services Administrative Expense Affidavit (Form WS-3(DFA)), which expenditures shall be included on Administrative Expense Worksheet for Allocation of Expenditures for Salaries and Wages (Form DFA 64), and Administrative Expense Worksheet for Allocation of Expenditures for Maintenance and Operation and Capital Outlay (Form DFA 64a).

Sec. WS 31-05 War Services Assistance Affidavit (Form WS-1(DFA))
WSE WSC

Separate War Services Assistance Affidavits, (Form WS-1(DFA)), are to be prepared for assistance rendered under the two separate and distinct programs, namely, (1) Enemy Alien Program and (2) Civilian War Assistance.

Under Item 1 show the total assistance paid, total of Column 6, War Services Assistance Claim (Form WS-2(DFA)).

In Item 1a, "Maintenance," include amounts for providing maintenance; i.e., food, clothing, shelter, fuel, utilities and other maintenance requirements to persons eligible for assistance under the W.S. programs. This item may also include maintenance requirements that are not usually recurrent and for which special provision is frequently made such as medical services, travel and transportation, and burial, when such requirements are provided for in undifferentiated money payments to recipients and hence cannot readily be identified and classified separately. Items included in 1a will be carried forward from column 7, Form WS-2(DFA).

In Item 1b, "Transportation," include amounts providing for travel of persons and transportation or storage of effects of persons eligible for assistance under the War Services programs. This item should not include small allowances for car or bus fares for transportation to schools, clinics, etc. Such allowances should be reported as Maintenance in Item 1a. Items included in 1b will be carried forward from column 8, Form WS-2(DFA).

In Item 1c, "Medical Services," include amounts for providing medical services; i.e., care by physicians in home or office, clinic care, hospitalization, dental care, nursing service, medical appliances, supplies and drugs, and laboratory and diagnostic tests to persons eligible for assistance under the W.S. programs. It is not intended that this amount should include allowances for medical services included in undifferentiated money payments to recipients; because of the difficulty of separating such allowances, they should be reported as Maintenance in Item 1a. Separate money payments to recipients intended for medical services alone are presumably readily identifiable and should be reported in Item 1c along with payments made directly to persons and agencies furnishing medical services to recipients. Items included in 1c will be carried forward from column 9, Form WS-2(DFA).

In Item 1d, "Other," include amounts not applicable under Items 1a, 1b, or 1c, e.g., costs of burial of persons deceased as a result of enemy action. Other identifiable items should be listed in the spaces provided. Items included in 1d will be carried forward from column 10, Form WS-2(DFA).

In Item 2, "Refunds and/or Cancellations," include all refunds and/or cancellations of assistance paid under the W.S. programs.

In Item 3, "Total Net Assistance Expenditures During the Month," report the net amount of assistance claimed for reimbursement from the SDSW (Item 1 minus Item 2).

In Item 4 report obligations that have been incurred but not yet paid. This item is for reporting purposes only.

Two copies of Form WS-1(DFA) must be submitted monthly to the SDSW.

Sec. WS 31-10 War Services Assistance Claim (Form WS-2(DFA))
WSE WSC

Separate claims are to be prepared for assistance rendered under the two separate and distinct programs. The title of the program for which reimbursement is being claimed must be clearly designated in the heading. Classification of expenditures should be listed separately as to maintenance, transportation, medical services and other. Under Columns 1 and 2 the warrant number and date should be shown; under Column 3 the name of the payee should be shown; under Column 4 the case number or any other ready identification by which such case may be referred should be shown. Under Column 5 list the name of the grantee if other than payee as listed in Column 3. Under Column 6 list the amount of the warrant. Under Columns 7, 8, 9 and 10 list the distribution of warrant amount as maintenance, transportation, medical services and other. Two copies of this form must be submitted monthly attached to War Services Assistance Affidavit (Form WS-1(DFA)).

Sec. WS 31-15 War Services Administrative Expense Affidavit (Form WS-3(DFA))
WSE WSC

Separate War Services Administrative Expense Affidavits, (Form WS-3(DFA)) are to be prepared for administrative costs incurred in connection with the (1) Enemy Alien Program or (2) Civilian War Assistance. The program for which reimbursement is being claimed must be clearly designated in the heading. The information requested on these affidavits is comparable to that requested on the regular categorical aid administrative expense affidavits and worksheets. That is, the total amount expended for Salaries and Wages, Maintenance and Operation, and Capital Outlay is to be carried forward from the accompanying regular Administrative Expense Worksheet, (Form DFA 64) and (Form DFA 64a) to the affidavits in the spaces provided for such purposes. Two copies of this affidavit should be submitted together with the administrative expense worksheets.

Sec. WS 31-20 Administrative Expense Worksheet for Allocation of Expenditures
WSE WSC Based on Results of Time Recording Salaries and Wages Only
(Form DFA 64)

Salaries and Wages claimed for War Services on Form DFA 64 may be carried to "Extraneous Expenditures" (Column 5) or to "Other Welfare Programs" (Column 13) from the County Employees Monthly Time Report, (Form DFA 43). In either method such salaries and wages should be clearly identified as to the separate and distinct program by coding the expenditures with the code symbol of the program involved, i.e., WSE (Enemy Alien Program); WSC (Civilian War Assistance Program).

Where the extent of the activities of these programs is sufficient to warrant the counties charging War Service administrative costs to Other Welfare Programs the Over-all absorbed by Other Welfare Programs must be allocated to the W.S. programs in the ratio that each W.S. program is to the total of Other Welfare Programs. The total amount of Salaries and Wages which will be carried to Item 1, Form WS-3(DFA), will be the direct salaries charged to W.S. reported in Other Welfare Programs, DFA 64, plus the Over-all as computed above.

Sec. WS 31-25 Administrative Expense Worksheet for Allocation of Expenditures Based
WSE WSC on Results of Time Recording for Maintenance and Operation and Capital Outlay (Form DFA 64a)

Items of Maintenance and Operation and Capital Outlay will be compiled from authorizations or evidence of payments and listed in Extraneous Expenditures (Column 4) or in Other Welfare Programs (Column 12) on the regular Administrative Expense Worksheet, (Form DFA 64a). These items should be clearly identified as to the separate and distinct programs, by coding the expenditures with the code symbol of the program involved, i.e., WSE (Enemy Alien program); WSC (Civilian War Assistance program).

Where the extent of the activities of these programs is sufficient to warrant the counties charging War Service Administrative costs to Other Welfare Programs, the Over-all absorbed by Other Welfare Programs must be allocated to the W.S. programs in the ratio that Salaries and Wages of each W.S. program is to the total Salaries and Wages of Other Welfare Programs. The total amount of Maintenance and Operation and Capital Outlay which will be carried to Items 2 and 3, Form WS-3 (DFA), will be the direct Maintenance and Operation and Capital Outlay expenditures reported in Other Welfare Programs on Form DFA 64a, plus the Over-all as computed above.

Sec. WS 31-30 Maintenance of Time Records in the County Agencies (Form DFA 42 and
WSE WSC Form DFA 43)

Regular time records as maintained for the segregation of time for claiming expenditures applicable to other regular welfare activities are to be maintained for time allocated to the W.S. programs. This can be accomplished by adding two new programs termed (1) Enemy Alien Program or (2) Civilian War Assistance to the regular time study forms, Employee's Individual Daily Time Record (Form DFA 42) and County Employee's Monthly Time Record (Form DFA 43). Allocation shall be made in the regular manner and the time charged on the monthly time record to one or both of the above programs shall be carried forward to the Extraneous or Other Welfare Programs column on Administrative Expense Worksheet (Form DFA 64).

Sec. WS 31-35 Submission of Claims
WSE WSC

Separate claims for reimbursement of assistance and administrative expenses for each program shall be submitted to the SDSW immediately after the close of each monthly accounting period. Forms may be obtained from the SDSW upon request.

Sec. WS 31-40 Payments Made to German Nationals Through the Swiss Consul
WSE

Suggested form letters for requesting payment for German Nationals from the Swiss Consul are presented as follows:

Request for Assistance Payment
Request for Change in Payment
Request for Reimbursement

These will be submitted directly to the Swiss Consul and not through the SDSW or the F.S.S.B. The suggested form letters are samples only and are not available in printed or mimeographed form. (See Sec. WS 12-00.)

Request For Assistance Payment

Mr._____
Consul of Switzerland,
_____

My dear Mr._____

Enclosed are two copies each of "Social Data Report" and "Summary of Narrative Record" on the case of

_____,
(name and address)

citizen of the German Government. Our agent has made an investigation of this case and recommends that monthly payments in the amount of $_____ be made beginning on _____ _____.

Yours very truly,

(Signature of authorizing official)

Note: If emergency assistance was provided during the investigation, the following paragraph may be added:

To date we have made the following expenditures on behalf of this applicant for which we are requesting reimbursement:

$_____for_____
(purpose)

A certified itemized statement is attached)
or) (cross out one)
Receipted bills are attached.)

Request For Change In Payment

Mr._____
Consul of Switzerland,
_____

My dear Mr._____

Our agency has recently reinvestigated the case of

_____
(name and address)

who has been receiving assistance amounting to $_____monthly through your office. The payment should be changed to $_____ beginning _____due to the fact that _____

_____.
(reason for change)

Yours very truly,

(Signature of authorizing official)

Request For Reimbursement

Mr._____
Consul of Switzerland,
_____

My dear Mr._____

An emergency payment of $_____has been made to

_____ for
(name and address)

_____from the funds of this agency.
(purpose

We shall appreciate reimbursement for this payment.

A certified itemized statement is attached)
of) (cross out one)
Receipted bills are attached.)

Yours very truly,

(Signature of authorizing official)

FORM WS-1 (DFA), OCTOBER, 194
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
WAR SERVICES AFFIDAVIT TO
ACCOMPANY CLAIM FOR ASSISTANCE

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

STATE OF CALIFORNIA

COUNTY _____

WAR SERVICES ASSISTANCE AFFIDAVIT

PROGRAM _____

(INCLUDE ASSISTANCE EXPENSE FOR ONE PROGRAM ONLY)

FOR THE MONTH ENDING _____, 19__ _____ FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

AMOUNT DUE FOR ASSISTANCE PAID

1. TOTAL AMOUNT OF ASSISTANCE PAID DURING THE MONTH . . . . . $_____
   (SAME AS TOTALS OF ITEMS A, B, C, AND D)

   A. MAINTENANCE . . . . . $_____

   B. TRANSPORTATION . . . . . $_____

   C. MEDICAL SERVICES . . . . . $_____

   D. OTHER (SPECIFY) . . . . . $_____

   (BURIAL) _____

   _____

   _____

   _____

2. LESS: REFUNDS AND/OR CANCELLATIONS . . . . . $_____

3. TOTAL NET ASSISTANCE EXPENDITURES DURING MONTH . . . . . $_____

4. TOTAL OBLIGATIONS INCURRED BUT NOT YET PAID
   (FOR REPORTING PURPOSES ONLY) . . . . . $_____

STATE OF CALIFORNIA
COUNTY _____ } SS

_____, BEING DULY SWORN, DEPOSES AND SAYS: THE ABOVE EXPENDITURES WERE MADE AND/OR FUNDS WERE ENCUMBERED UNDER AUTHORITY OF AND FOR THE PURPOSES SET FORTH IN PRESIDENTIAL ALLOTMENTS 42-74 AND 42-105, DATED FEBRUARY 6, 1942, AND MARCH 23, 1942, RESPECTIVELY, AND IN ACCORDANCE WITH ANY LEGISLATION OR FURTHER ALLOTMENTS, INSTRUCTIONS AND STANDARDS ISSUED THEREUNDER. THIS IS TO CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF THE EXPENDITURES AND/OR ENCUMBRANCES AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____

_____
TITLE _____

_____
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

I HEREBY CERTIFY, THAT WARRANTS COVERING THE ABOVE HAVE BEEN ISSUED AND/OR FUNDS ENCUMBERED AND THAT RECORDS SHOWING SUCH DISBURSEMENTS AND/OR ENCUMBRANCES ARE AVAILABLE FOR AUDIT OR OTHER INSPECTION AND APPROPRIATE ACCOUNTING IS MADE OF ALL RECEIPTS AND DISBURSEMENTS REGARDING THIS PROGRAM.

_____
SIGNATURE OF COUNTY AUDITOR

TO BE ACCOMPANIED BY TWO COPIES OF FORM WS-2 (DFA)

(SEE REVERSE SIDE FOR INSTRUCTIONS)

INSTRUCTIONS FOR FILLING OUT FORM WS-1 (DFA)

"WAR SERVICES ASSISTANCE AFFIDAVIT"

AT THE TOP OF THE FORM INSERT THE PROPER PROGRAM (I.E., ENEMY ALIEN OR CIVILIAN WAR ASSISTANCE) FOR WHICH ASSISTANCE IS BEING CLAIMED. ALSO INSERT THE COUNTY NAME AND THE MONTH COVERED IN THE SPACES PROVIDED.

AMOUNT DUE FOR ASSISTANCE PAID

ITEM 1. TOTAL AMOUNT OF ASSISTANCE PAID DURING THE MONTH

REPORT HERE THE TOTAL AMOUNT OF ASSISTANCE PAID DURING THE MONTH WHICH IS THE TOTAL OF COLUMN 6, WS-2 (DFA), "WAR SERVICES ASSISTANCE CLAIM." THIS AMOUNT IS ALSO THE SUM OF ITEMS 1A THROUGH 1D OF FORM WS-1 (DFA).

ITEM 1A. MAINTENANCE

REPORT HERE THE TOTAL OF COLUMN 7, FORM WS-2 (DFA), "WAR SERVICES ASSISTANCE CLAIM."

ITEM 1B. TRANSPORTATION

REPORT HERE THE TOTAL OF COLUMN 8, FORM WS-2 (DFA), "WAR SERVICES ASSISTANCE CLAIM."

ITEM 1C. MEDICAL SERVICES

REPORT HERE THE TOTAL OF COLUMN 9, FORM WS-2 (DFA), "WAR SERVICES ASSISTANCE CLAIM."

ITEM 1D. OTHER (SPECIFY)

REPORT HERE THE TOTAL OF COLUMN 10, FORM WS-2 (DFA), "WAR SERVICES ASSISTANCE CLAIM." SPACE IS PROVIDED FOR THE REPORTING OF BURIALS UNDER "OTHER." SPECIFY ANY OTHER EXPENDITURE INCLUDED.

ITEM 2. REFUNDS AND/OR CANCELLATIONS

REPORT HERE ALL REFUNDS AND/OR CANCELLATIONS MADE DURING THE MONTH FOR ASSISTANCE UNDER THAT WAR SERVICES PROGRAM WHICH IS COVERED BY THE REPORT.

ITEM 3. TOTAL NET ASSISTANCE EXPENDITURE DURING MONTH

REPORT HERE THE TOTAL NET ASSISTANCE EXPENDITURES MADE DURING THE MONTH, (ITEM 1 MINUS ITEM 2).

ITEM 4. TOTAL OBLIGATIONS INCURRED BUT NOT YET PAID

REPORT HERE THE TOTAL OBLIGATIONS INCURRED DURING THE MONTH BUT NOT YET PAID. THIS ITEM IS FOR REPORTING PURPOSES ONLY. REIMBURSEMENT WILL NOT BE MADE BY THE STATE DEPARTMENT OF SOCIAL WELFARE UNTIL OBLIGATIONS HAVE BEEN PAID.

THE AFFIDAVIT SHALL BE DATED AND SIGNED BY THE PROPER COUNTY OFFICIALS IN THE SPACES PROVIDED.

10/42 300

FORM WS-2 (DFA) OCTOBER, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
(TO ACCOMPANY WAR SERVICES ASSISTANCE AFFIDAVIT)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

WAR SERVICES ASSISTANCE CLAIM

CLAIM FOR ASSISTANCE GRANTED UNDER_____PROGRAM
(INCLUDE ASSISTANCE EXPENDITURES FOR ONE PROGRAM ONLY)

COUNTY OF_____

MONTH OF_____, 19__

1	2	3	4	5	6	7	8	9	10
WARRANT						DISTRIBUTION OF WARRANT AMOUNT			
NUMBER	DATE	PAYEE	CASE NUMBER OR IDENTIFICATION	NAME OF GRANTEE IF OTHER THAN PAYEE	AMOUNT OF WARRANT	MAINTENANCE	TRANSPORTATION	MEDICAL SERVICES	O (SPECIFY)

(SEE REVERSE SIDE FOR INSTRUCTIONS)

INSTRUCTIONS FOR FILLING OUT FORM WS-2 (DFA)

"WAR SERVICES ASSISTANCE CLAIM"

AT THE TOP OF THE FORM INSERT THE PROPER PROGRAM, (I.E., ENEMY ALIEN OR CIVILIAN WAR ASSISTANCE) FOR WHICH ASSISTANCE IS BEING CLAIMED. ALSO INSERT THE COUNTY NAME AND MONTH COVERED IN THE SPACES PROVIDED.

COLUMNS 1 AND 2

REPORT HERE THE NUMBER AND DATE OF THE WARRANT.

COLUMN 3

REPORT HERE THE NAME OF THE PAYEE.

COLUMN 4

REPORT HERE THE CASE NUMBER OR ANY OTHER READY IDENTIFICATION BY WHICH SUCH CASE MAY BE REFERRED.

COLUMN 5

REPORT HERE THE NAME OF THE GRANTEE IF OTHER THAN THE PAYEE AS LISTED IN COLUMN 3.

COLUMN 6

REPORT HERE THE AMOUNT OF THE WARRANT.

COLUMNS 7, 8, 9, AND 10

REPORT HERE THE DISTRIBUTION OF THE AMOUNT OF THE WARRANT AS TO MAINTENANCE, TRANSPORTATION, MEDICAL SERVICES, AND OTHER. (REFER TO SECTION WS 31-05 FOR EXPLANATION OF BREAKDOWN.)

TOTALS FOR COLUMNS 6, 7, 8, 9, AND 10 SHOULD BE SHOWN.

TWO COPIES OF THIS FORM MUST BE SUBMITTED MONTHLY ATTACHED TO FORM WS-1 (DFA).

10/42 300

FORM WS-3 (DFA), OCTOBER, 19
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
WAR SERVICES AFFIDAVIT TO ACCOMPANY
CLAIM FOR ADMINISTRATIVE EXPENSE

FORWARD TWO COPIES TO
STATE DEPARMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

STATE OF CALIFORNIA

COUNTY _____

WAR SERVICES ADMINISTRATIVE EXPENSE AFFIDAVIT

PROGRAM _____

(INCLUDE ADMINISTRATIVE EXPENDITURES FOR ONE PROGRAM ONLY)

FOR THE MONTH ENDING _____, 19__ _____ FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

AMOUNT DUE FROM FEDERAL FUNDS FOR WAR SERVICES ADMINISTRATION ON THE ABOVE PROGRAM

1. SALARIES AND WAGES . . . . . $_____
2. MAINTENANCE AND OPERATION . . . . . $_____
3. CAPITAL OUTLAY . . . . . $_____
4. TOTAL ADMINISTRATIVE EXPENDITURES DURING MONTH . . . . . $_____

STATE OF CALIFORNIA
COUNTY _____ } SS

_____, BEING DULY SWORN, DEPOSES AND SAYS: THE ABOVE EXPENDITURES WERE MADE AND/OR FUNDS WERE ENCUMBERED UNDER AUTHORITY OF AND FOR THE PURPOSES SET FORTH IN PRESIDENTIAL ALLOTMENTS 42-74 AND 42-105, DATED FEBRUARY 6, 1942, AND MARCH 23, 1942, RESPECTIVELY, AND IN ACCORDANCE WITH ANY LEGISLATION OR FURTHER ALLOTMENTS, INSTRUCTIONS AND STANDARDS ISSUED THEREUNDER. THIS IS TO CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF THE EXPENDITURES AND/OR ENCUMBRANCES AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 19_____

_____
TITLE _____

_____
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE _____

I HEREBY CERTIFY, THAT WARRANTS COVERING THE ABOVE HAVE BEEN ISSUED AND/OR FUNDS ENCUMBERED, AND THAT RECORDS SHOWING SUCH DISBURSEMENTS AND/OR ENCUMBRANCES ARE AVAILABLE FOR AUDIT OR OTHER INSPECTION AND APPROPRIATE ACCOUNTING IS MADE OF ALL RECEIPTS AND DISBURSEMENTS REGARDING THIS PROGRAM.

_____
SIGNATURE OF COUNTY AUDITOR

(SEE REVERSE SIDE FOR INSTRUCTIONS)

FORM DFA 42 (Revised)—*August, 1942*
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
County Employee's Individual Daily Time Record

STATE OF CALIFORNIA

COUNTY.....

Employee's Individual Daily Time Record

Name..... Division.....

Title..... Date..... 19.....

(Read instructions carefully before filling out this form)

WORK PERFORMED	TIME WORKED[2]		ELAPSED TIME (Difference Between Columns 2 and 3)	REMARKS (5)
PROGRAM[1] (1)	COMMENCED (2)	FINISHED (3)	MINUTES (4)	

[1] Use the following abbreviations for programs: AG (Old Age Security); BL-EL (Aid to Needy Blind—Eligible to Federal Participation); BL-INEL (Aid to Needy Blind—Ineligible to Federal Participation); CA-EL (Aid to Needy Children Eligible to Federal Participation); CA-INEL (Aid to Needy Children-Ineligible to Federal Participation); IN (Indigent Aid); OWP (Other Welfare Programs); EX (Extraneous); OV (Over-All); OC (Other Combination-Joint); NA (Non-Allocable); TR (Travel).

[2] Record Time to nearest five minutes.

15787 8-42 70M
STATE PRINTING OFFICE

FORM DFA 43 (revised)—*April, 1942*
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

COUNTY EMPLOYEE'S MONTHLY TIME RECORD

COUNTY OF _____

I HEREBY CERTIFY *That this is a true and accurate report of my time record as indicated.*

[SIGNATURE OF EMPLOYEE] _____

Certificate of Supervisor

I HEREBY CERTIFY *The employees daily time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct.*

[SIGNATURE OF SUPERVISOR] _____

Name _____

Unit _____ Location _____

Title _____ Monthly salary _____

(Salaries only—Do not include travel or other expense)

For the month of _____, 19____

I. Program	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS	PER-CENT	SALARY COST TO PROGRAMS
(A) Aged aid																																		
(B) Blind aid—eligible																																		
(C) Blind aid—ineligible																																		
(D) Children's aid—eligible																																		
(E) Children's aid—ineligible																																		
(F) Indigent aid																																		
(G) Other welfare programs																																		
(H) Over-all salary expense																																		
(I) Extraneous activities																																		
*(J) Other such combinations not directly applicable above (specify):																																		
II. Total allocable time																																		
III. Travel time																																		
IV. Other non-allocable time (Conferences, etc.)																																		
V. Vacation (Days)																																		
VI. Sick leave (Days)																																		
VII. Other time off (Days)																																		
VIII. Total time (Items II-III-IV-V-VI-VII)																																		

In order to find percentage of time by programs and the salary cost applicable to each program either of two methods may be followed:

Method 1

$$\frac{\text{Total Hours (for each program)}}{\text{Total Hours Allocable Time}} = \left\{\begin{array}{l}\text{Percentage of Allocable Time}\\ \text{Devoted to Each Program}\end{array}\right.$$

$$\text{Per Cent Time for Each Program} \times \text{Monthly Salary Earned} = \left\{\begin{array}{l}\text{Salary Cost}\\ \text{(for each program)}\end{array}\right.$$

Method 2

$$\frac{\text{Total Hours (for each program)}}{\text{Total Hours Allocable Time}} \times \begin{array}{l}\text{Monthly}\\ \text{Salary}\\ \text{Earned}\end{array} = \text{Salary Cost (for each program)}$$

Verified by _____

Posted by _____

* All such combinations must be keyed so that proper distribution between programs may be made. (For example: AG, BL-EL; AG, OWP, CA-INEL; CA-EL, BL-EL.)

Record time on this form to nearest half-hour as summarized from Daily Time Records, Form DFA-42.

13356 5-42 10M
STATE PRINTING OFFICE

FORM DFA 64, REVISED APRIL, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
(TO ACCOMPANY ADMINISTRATIVE EXPENSE AFFIDAVITS AND SCHEDULE)

ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING

FOR SALARIES AND WAGES ONLY

FORWARD THREE COPIES TO THE STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA

COUNTY OF _____

MONTH OF _____, 194_

A) IF PERIOD COVERED IS LESS THAN FULL MONTH, FORM DFA-64B SHOULD ALSO BE COMPLETED AND ATTACHED.
B) SPECIFY JOINT COMBINATIONS AND AMOUNTS IN COLUMN 14.

1		2	3	4	5	6	7	8	9	10	11	12	13	14	15
WARRANT								AID TO NEEDY BLIND		AID TO NEEDY CHILDREN					
DATE	NUMBER	NAME AND CLASSIFICATION TITLE OF EACH EMPLOYEE (SEE REVERSE SIDE FOR INSTRUCTIONS)	PERIOD COVERED (SALARIES & WAGES ONLY) (A)	GROSS TOTAL EXPENDITURES	LESS EXTRA-NEOUS EX-PENDITURES	TOTAL ALLOCABLE EXPENDITURES	OLD AGE SECURITY	ELIGIBLE	INELIGIBLE	ELIGIBLE	INELIGIBLE	INDIGENT	OTHER WELFARE PROGRAMS	JOINT EXPENDITURES (B)	OVE EXPENDITURES

10/42 1000 (R)

INSTRUCTIONS

THE NAME OF EACH EMPLOYEE AS SHOWN ON FORM DFA 64 & DFA 64-B SHOULD CORRESPOND WITH THE NAME AS SHOWN ON THE COUNTY PAYROLL RECORDS.

THE STATE DEPARTMENT OF SOCIAL WELFARE MUST BE NOTIFIED OF CHANGES OF NAME DUE TO MARRIAGE, DIVORCE, ETC.

TO CONSERVE TIME, THE FOLLOWING ABBREVIATIONS FOR CLASSIFICATION TITLES SHOULD BE USED.

CWD I,II,III,IV OR V	COUNTY WELFARE DIRECTOR
PAS I,II, OR III	PUBLIC ASSISTANCE SUPERVISOR
PAW I OR II	PUBLIC ASSISTANCE WORKER
CWSW	CHILD WELFARE SERVICES WORKER
PR & RES INV	PROPERTY & RESOURCES INVESTIGATOR
JR CLK	JUNIOR CLERK
SR CLK	SENIOR "
CHIEF CLK	CHIEF "
JR TYP CLK	JUNIOR TYPIST CLERK
SR TYP CLK	SENIOR " "
JR ST CLK	JUNIOR STENO "
SR ST CLK	SENIOR " "
JR BK CLK	JUNIOR BOOKKEEPER CLERK
SR BK CLK	SENIOR " "
CHIEF BK CLK	CHIEF " "
AD & GR OP	ADDRESSEOGRAPH & GRAPHOTYPE OPERATOR
RECPT	RECEPTIONIST
JNTR	JANITOR

ORM DFA 64A, REVISED (EFFECTIVE JULY 1, 1941)
TATE OF CALIFORNIA
EPARTMENT OF SOCIAL WELFARE
TO ACCOMPANY ADMINISTRATIVE EXPENSE AFFIDAVITS
AND SCHEDULE)

ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION
OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING

FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY

FORWARD THREE COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

COUNTY OF _____

MONTH OF _____ 194 ___

) SPECIFY JOINT COMBINATIONS AND AMOUNTS IN COLUMN 13.

RAND TOTAL ALL SALARIES AND WAGES CARRIED FORWARD FROM FORM DFA 64															
1		2	3	4	5	6	7	8	9	10	11	12	13	14
WARRANT		OBJECT OF EXPENDITURE	GROSS TOTAL EXPENDITURES	LESS: EXTRANEOUS EXPENDITURES	TOTAL ALLOCABLE EXPENDITURES	OLD AGE SECURITY	AID TO NEEDY BLIND		AID TO NEEDY CHILDREN		INDIGENT	OTHER WELFARE PROGRAMS	A) JOINT EXPENDITURES	OVER-ALL EXPENDITURES
DATE	NUMBER						ELIGIBLE	INELIGIBLE	ELIGIBLE	INELIGIBLE				
4: 4000														

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Handbook check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Handbook and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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TABLE OF CONTENTS--Chapter IV, REPORTING PROCEDURES

Sec. WS 40-01 Uniform Numbering of Requests (Applications) for Assistance and/or
WSE; WSC Service

A uniform system of case numbering is to be followed by all counties handling the WS programs. Each county is responsible for its own numbering. Case numbers shall be assigned to requests for assistance and/or service which are rejected as well as to those accepted. This is necessary in order to identify rejected requests.

The following procedure is to be employed:

Assign a number to each request as it comes to the attention of the CWD. A new series, separate and apart from any other county numbering system now in use, is to be installed. Use the county abbreviation as a prefix to the number and designate the type of request by using the WS program abbreviation as a suffix; i.e., WSE (Enemy Alien Program), WSC (Civilian War Assistance Program). It is not necessary to use a separate series of numbers for each of the WS programs. An example for San Francisco County would be:

SF 1 WSC
SF 2 WSE
SF 3 WSC

The numbering procedure is effective as of November 1, 1942. WS cases receiving continuing care as of that date are to be numbered according to the above system; however, cases that have received service but which were closed as of November 1, 1942, need not be numbered. Any cases closed prior to November 1 and reopened after that date are considered the same as new requests.

Sec. WS 40-02 Reporting
WSE; WSC

The county welfare department will need to have available in its own files such recorded information as will substantiate its action with respect to the services given and the financial assistance provided. (See Sec. WS 10-95 Recording of Social History.)

Following are copies of forms and detailed instructions for completion and submission of required records and reports on county operations under the Enemy Alien and Civilian War Assistance programs. These consist of:

1. Monthly Statistical Reports.

   a. Monthly Statistical Report on Civilian War Assistance, (Form WS-6)
   b. Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government, (Form WS-7).

   These are to be submitted to the SDSW as indicated in the detailed instructions in Sec WS 40-05 et seq. and Sec WS 41-00 et seq.

2. War Services Data Forms (WS-9) covering all requests for assistance and/or service under both the Enemy Alien and Civilian War Assistance programs. These are to be submitted monthly to the SDSW with the Monthly Statistical Reports (Forms WS-6 and WS-7) as indicated in the detailed instructions in Sec. WS 44-00, et seq.

3. Individual and Family Data Forms for civilians evacuated under Government plan from Alaska and Hawaii. Copies of these forms are to be routed at the time of final disposition of the case as indicated in the detailed instructions in Sec. WS 43-00 et seq.

4. Social Data Reports (WS-8) on German citizens eligible for financial assistance through the Legation of Switzerland. Copies of this form are to be submitted directly to the Swiss Consul in duplicate along with copies of the Narrative Summary and Request for Assistance Payment (both in duplicate) as indicated in Sec. WS 42-00 et seq.*

* War Services Data Forms also must be submitted to the State Department of Social Welfare on these cases.

FORM WS-6, OCTOBER, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Monthly Statistical Report on Civilian War Assistance

Report for month of _____ County _____

A. REQUESTS	NUMBER
1. Requests received during month	_____
2. Requests disposed of during month	_____
a. Approved for assistance and/or service	_____
b. Rejected or otherwise disposed of	_____
3. Persons in cases represented by requests approved during month to receive assistance and/or service	_____
4. Cases approved during month for assistance, by primary reason for need	_____
a. Enemy action	_____
(1) Civilians who have been injured and/or dependents of such persons	_____
(2) Dependents of civilians who have been killed, detained or interned by enemy, or reported as missing	_____
(3) Civilians who have sustained damage to or destruction of real or personal property	_____
(4) Civilians repatriated to the United States	_____
(5) Other (Specify: _____)	_____
b. Evacuation under plan of Federal Government	_____
(1) Civilians evacuated from Alaska or Hawaii	_____
(2) Civilians evacuated from danger points in continental U.S.	_____
(3) Other (Specify: _____)	_____

B. CASES RECEIVING ASSISTANCE OR SERVICE	NUMBER
5. Cases receiving assistance	_____
6. Cases receiving service only	_____

C. OBLIGATIONS INCURRED FOR ASSISTANCE	AMOUNT
7. Total obligations incurred for assistance	_____
a. Maintenance	_____
b. Medical services	_____
c. Travel and transportation	_____
d. Burial	_____
8. Total repayments of assistance	_____

Date _____ Name of person reporting _____

Title _____

10/42 300

Date _____ Name of Bonded Interpreter _____ Sex _____

4. Have adequate or complete	
d. Hearing	
c. Hearing and speech	
b. Neither complete	
a. Information	
3. Have adjustment problems because of deafness	
5. ADDITIONAL INFORMATION FOR VOCATIONAL	**PROGRAM**
4. Have received speech therapy	
3. Have received counseling	
6. OTHER RELEVANT EVIDENCE OF BEHAVIOR	**REMARKS**
(3) Other (Specify) _____	
(2) Cannot be left alone	
(1) Disturbed by strangers	
5. Behavior when left or leaving classroom	
(3) Other (Specify) _____	
(2) Disturbed by strangers in the school	
(1) Disturbed when left alone	
4. Behavior when left to be tested	
(3) Disturbed by strangers in the testing situation	
(2) Disturbed when left alone	
(1) Disturbed when leaving the classroom	
3. Behavior when left to be tested	
7. REMARKS	**REMARKS**
4. Hearing aid	
3. Speech	
2. Hearing	
1. Vision	
4. Have adequate or complete	
d. Speech	
c. Hearing and speech	
b. Neither complete	
a. Information	
3. Have difficulties because of deafness	

Signed _____ Date _____

Number of hours of _____ Sex _____

Number of hours of _____ Sex _____

Sec. WS 40-05 Instructions for Monthly Statistical Report on Civilian War Assistance
WSC Form WS-6

This report relates to the operations of county welfare departments in providing temporary assistance and services to civilians, who are in need because of enemy action or because of evacuation under a plan of the Federal Government. Instructions for the report are in the following sections.

Sec. WS 40-10 Submission of Report
WSC

The report is to be prepared monthly by county welfare departments. The original is to be sent to the Division of Research and Statistics of the SDSW by the eighth of the month following that to which it applies. The first report on Form WS-6 should cover the first month (not prior to November, 1942) in which the county has had requests for assistance and/or service under this program. If, in any subsequent month, no operations occur under this program, this fact may be reported by letter. The statistical report should be accompanied by a War Services Data Card (Form WS-9) for each request for assistance and/or service under the Civilian War Assistance Program disposed of during the month.

Sec. WS 40-15 Definition of Civilian War Assistance Case
WSC

The term "case" as used in this report means an individual or a family group. The term includes: (a) wives, children, or husbands of persons affected; and (b) other persons who are actually dependent upon and have been receiving substantial maintenance from the person affected.

Sec. WS 40-20 Part A. Requests
WSC

Item 1.--Enter the number of requests by families or individuals for assistance or service under the Civilian War Assistance Program that were received during the month.

Item 2.--Enter the sum of the entries in items 2a and 2b. The entry in item 2 should equal the number of War Services Data Cards (Form WS-9) accompanying the report.

Any discrepancy between item 1 and item 2 should be explained in a footnote.

Item 2a.--Enter the number of requests disposed of during the month through the approval of cases to receive assistance, on an emergency or month-to-month basis, and/or service extending beyond the initial interview. This number should equal the number of War Services Data Cards submitted for Civilian War Assistance requests during the month, on which Disposition is checked as item 9A, Accepted for assistance and/or service.

Item 2b.--Enter the number of requests rejected because of ineligibility or otherwise disposed of during the month. This count should include requests disposed of during the month through the provision of information only or through the provision of service completed during the course of the initial interview. The number should equal the sum of the War Services Data Cards submitted for Civilian War Assistance requests during the month on which Disposition is checked either as item 9B, Action completed at initial interview, or 9C, Rejected.

Item 3.--Enter the number of persons included in the cases reported in item 2a, i.e., those approved during the month to receive assistance, on an emergency or month-to-month basis, and/or service extending beyond the initial interview.

Item 4.--Enter the sum of entries in items 4a and 4b. This count should include only cases approved during the month to receive assistance on an emergency or month-to-month basis; it should not include cases approved for service only.

Item 4a.--Enter the total number of cases approved during the month to receive assistance that were in need of such assistance primarily because of enemy action. The entry for this item should equal the sum of the entries in items 4a(1)-4a(5).

Items 4a(1)-4a(5).--In classifying the total number of cases reported in item 4a for distribution among items 4a(1)-4a(5), each case should be counted only once and should be classified according to the circumstance arising from enemy action that was primarily responsible for the need for assistance at the time of approval.

Item 4a(1).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of the injury of civilians.

Item 4a(2).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of dependence on civilians who have been killed, detained or interned by the enemy, or reported as missing.

Item 4a(3).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of damage to or the destruction of real or personal property.

Item 4a(4).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of repatriation to the United States.

Item 4a(5).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of some circumstance arising from enemy action other than those specified in items 4a(1)-4a(4). In so far as possible the "other" circumstance(s) should be specified in the space provided for that purpose.

Item 4b.--Enter the total number of cases approved during the month to receive assistance that were in need of such assistance primarily because of evacuation under a plan of the Federal Government. The entry for this item should equal the sum of the entries in items 4b(1)-4b(3).

Items 4b(1), 4b(2), and 4b(3).--In classifying the total number of cases reported in item 4b for distribution among items 4b(1), 4b(2), and 4b(3), each case should be counted only once and should be classified according to the place, i.e., Alaska or Hawaii, danger points in the continental United States, or other, from which evacuated under a plan of the Federal Government.

Item 4b(1).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of evacuation from Alaska or Hawaii under a plan(s) of the Federal Government for evacuation of civilians.

Item 4b(2).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of evacuation from danger points in the continental United States under a plan(s) of the Federal Government for evacuation of civilians.

Item 4b(3).--Enter the number of cases approved during the month to receive assistance that were in need of such assistance primarily because of evacuation from places other than those specified in items 4b(1) and 4b(2) under a plan(s) of the Federal Government for evacuation of civilians. The "other" place(s) from which the cases reported in this item were evacuated should be specified in the space provided for that purpose.

Sec. WS 40-25 Part B. Cases Receiving Assistance or Service
WSC

Item 5.--Enter the number of cases to which the assistance reported in item 7 was furnished for or during the month. This count should include cases receiving assistance on a repayment basis as well as those receiving assistance in the form of outright grants.

Item 6.--Enter the number of cases receiving service during the month under the Civilian War Assistance Program, but not receiving assistance. This count should include only those cases for which the provision of service extended beyond the initial interview.

Sec. WS 40-30 Part C. Obligations Incurred for Assistance
WSC

Expenditures for assistance should be reported, in so far as possible, on the basis of obligations incurred for the month, i.e., assistance should be reported for the month for which it is authorized. Counties unable to report on this basis may report on the basis of obligations incurred during the month.

Item 7.--Enter the sum of the entries in items 7a, 7b, 7c, and 7d. This sum should represent the total amount of obligations incurred for assistance, including assistance granted on a repayment basis, in the form of money payments, relief orders, or commodities, to persons eligible for aid under the Civilian War Assistance Program. It should include the total amount of assistance provided for or during the month on a repayment basis even though some recipients may have repaid part or all of the assistance they received on this basis during the same month, and it should include assistance provided on an emergency basis as well as assistance provided on a month-to-month basis.

Item 7a.--Enter the amount of obligations incurred for providing maintenance, i.e., food, clothing, shelter, fuel, utilities, and other maintenance requirements, to persons eligible for aid under the Civilian War Assistance Program. This item may also include obligations incurred for requirements that are not usually recurrent and for which special provision is frequently made, such as medical services, travel and transportation, and burial, when such requirements are provided for in undifferentiated money payments to recipients and hence cannot readily be identified and classified separately.

Item 7b.--Enter the amount of obligations incurred for providing medical services, i.e., care by physicians in home or office, clinic care, hospitalization, dental care, nursing service, medical appliances, supplies and drugs, and laboratory and diagnostic tests to persons eligible for aid under the Civilian War Assistance Program. It is not intended that this amount should include allowances for medical services included in undifferentiated money payments to recipients; because of the difficulty of separating such allowances, they should be reported as "Maintenance" in item 7a. Separate money payments to recipients intended for medical services alone are presumably readily identifiable and should be reported in item 7b, along with payments made directly to persons and agencies furnishing medical services to recipients.

Item 7c.--Enter the amount of obligations incurred for providing travel of persons and transportation or storage of effects to persons eligible for aid under the Civilian War Assistance Program. This item should not include small allowances for car or bus fares for transportation to schools, clinics, etc.; such allowances should be reported as "Maintenance" in item 7a.

Item 7d.--Enter the amount of obligations incurred for burial of persons eligible for aid under the Civilian War Assistance Program.

Item 8.--Enter the total amount of repayments of assistance received by the county welfare departments during the month. This amount should include repayments applicable to assistance furnished during the month to which the report applies, as well as repayments that are applicable to assistance furnished in previous months.

FORM WS-7, OCTOBER, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government

Report for month of _____ County _____

A. REQUESTS AND REFERRALS	NUMBER
1. Requests and referrals received during month	_____
a. Requests originated by applicants	_____
b. Referrals from other agencies	_____
2. Requests and referrals disposed of during month	_____
a. Approved for service and/or assistance, by type of restrictive action primarily responsible for need for service or assistance	_____
(1) Removal order and/or regulation of conduct in military, prohibited, or restricted area	_____
(2) Detention and/or internment of enemy alien	_____
b. Rejected or otherwise disposed of	_____
3. Persons in cases represented by requests and referrals approved during month to receive service and/or assistance	_____
a. Enemy aliens	_____
b. Other persons	_____

B. CASES CERTIFIED TO PROTECTIVE POWERS	NUMBER
4. Cases certified during month to receive assistance from protective powers representing enemy countries	_____
5. Persons certified during month to receive assistance from protective powers (citizens of enemy countries in cases reported in item 4)	_____
a. German	_____
b. Italian	_____
c. Japanese	_____
d. Other	_____

C. CASES RECEIVING SERVICE OR ASSISTANCE	NUMBER
6. Cases receiving service only	_____
7. Cases receiving assistance	_____
8. Cases reported in item 7 also receiving assistance from protective powers	_____

D. OBLIGATIONS INCURRED FOR ASSISTANCE	AMOUNT
9. Total obligations incurred for assistance	_____
a. Maintenance	_____
b. Medical services	_____
c. Travel and transportation	_____
d. Burial	_____

Date _____ Name of person reporting _____

Title _____

10/42 300

Form 4047, Series 1948
Bureau of Internal Revenue
Department of Social Welfare

Monthly Statistics Report on Services and
Assistance to Aged, Blind and Other Persons in Need
Because of Participation in the Federal Insurance

Report for month of _____ Year _____

1. Expenses and Assistance.	Amount
1a. Expenses and assistance received during month	
1b. Expenses overlapped to expenditure	
1c. Referrals from other agencies	
2. Expenses and referrals disposed of during month	
2a. Approved for service and assistance, by approved investigation	
2b. Other action, primarily responsible for need from service etc.	
(1) Referral other agencies, institutions or persons:	
(2) Refusal of service, assistance or other reasons	
(3) Reduction and/or discontinuance of assistance	
2c. Pending or outstanding applications	
3. Persons in cases represented by requests and referrals requested during month to regular service and/or assistance	
3a. Aged persons	
3b. Other persons	

4. Cases qualified to receive assistance	Number
4a. Cases certified during month as needing assistance from protective payee (children and aged persons)	
4b. Persons certified during month as needing assistance from protective payee (children and aged persons) requiring initial diagnosis	
4c. Persons	
4d. Families	
4e. Dependents	
4f. Deaths	

5. Cases receiving medical care	Number
5a. Cases receiving service only	
5b. Cases receiving assistance	
5c. Cases reported in item 2 which received assistance from protective payee	

6. Medication payments for assistance:	Amount
6a. Total obligations incurred for assistance	
6a. Medicines	
6b. Medical services	
6c. Travel and transportation	
6d. Social	

Date _____ Name of person reporting _____

Title _____

Sec. WS 41-00 Instructions for Monthly Statistical Report on Services and
WSE Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government
Form WS 7

This report relates to the operations of county welfare departments in providing services and assistance in individual situations (as distinguished from controlled mass removals) to enemy aliens and other persons, and the dependents of such enemy aliens and other persons, who are in need because of restrictive action of the Federal Government in the form of removal orders or official announcements that such orders will be issued, regulations governing conduct within designated military, prohibited, or restricted areas, detention of enemy aliens, and internment of enemy aliens. Instructions for the report are in the following sections.

Sec. WS 41-05 Submission of Report
WSE

The report is to be prepared monthly by county welfare departments. The original is to be sent to the Division of Research and Statistics, SDSW, in time to be received not later than the eighth of the month following that to which it applies. The first report on Form WS 7 should cover the first month (not prior to November 1, 1942) in which the county has had requests for assistance and/or service under this program. If, in any subsequent month, no operations occur under this program, this fact may be reported by letter. The statistical report should be accompanied by a War Services Data card (Form WS-9) for each request for assistance and/or services under the Enemy Alien Program disposed of during the month.

Sec. WS 41-10 Definition of Case
WSE

The term "case" as used in this report means an individual or a family group. The term includes: (a) wives, children, or husbands, whether alien or non-alien, of persons affected; and (b) other persons, whether alien or non-alien who are actually dependent upon and have been receiving substantial maintenance from the person affected.

Sec. WS 41-15 Part A. Requests and Referrals
WSE

Item 1.--Enter the sum of the entries in items 1a and 1b.

Item 1a.--Enter the number of requests originated by applicants, i.e., direct applications by families or individuals for service or assistance available under this plan, received during the month.

Item 1b.--Enter the number of referrals received during the month from other agencies such as the Army, Department of Justice or the W.R.A. i.e., families or individuals whose names have been referred to the county welfare department as possibly eligible for and in need of service or assistance available under this plan and who have been or are to be contacted by the county welfare department.

Item 2.--Enter the sum of the entries in items 2a and 2b. Citizens of enemy countries in need for reasons other than restrictive action of the Federal Givernment are not eligible for service or assistance under this plan, and requests by, and referrals of, such persons should, therefore, be reported in item 2b, even though the county welfare department may, under arrangements between it and protective powers, make provision for certifying such persons to receive assistance from protective powers. The entry in item 2 should equal the number of Social Data Cards (Form WS-9) accompanying the report.

Any discrepancy between item 1 and item 2 should be explaned in a footnote.

Item 2a.--Enter the number of requests and referrals disposed of during the month through the approval of cases to receive service extending beyond the initial interview and/or assistance. This will be the sum of items 2a(1) and 2a(2).

Item 2a (1)--Enter the number of cases approved to receive service extending beyond the initial interview and/or assistance which were in need of such service or assistance primarily because of (a) the issuance of removal order, or an official announcement that such an order will be issued, by the Army or the Department of Justice, or (b) regulations issued by the Army governing the conduct of enemy aliens and others within military areas designated by the Army, or regulations issued by the Department of Justice governing the conduct of enemy aliens in prohibited or restricted areas designated by the Department of Justice.

This entry should equal the number of War Services Data Cards submitted for requests under the Enemy Alien Program during the month, on which Type of Program is checked for item 8A(1), Removal order and/or regulation of conduct, and on which Disposition is checked for item 9A, Accepted for assistance and/or service.

Item 2a (2).--Enter the number of cases approved to receive service extending beyond the initial interview and/or assistance which were in need of such service or assistance primarily because of the detention and/or internment of an enemy alien(s) by the Department of Justice.

This entry should equal the number of War Services Data Cards submitted for requests under the Enemy Alien Program during the month, on which Type of Program is checked for item 8A(2), Detention and/or internment, and on which Disposition is checked for item 9A, Accepted for assistance and/or service.

Item 2b.--Enter the number of requests and referrals rejected because of ineligibility under this plan or otherwise disposed of during the month. This count should include requests and referrals disposed of during the month through the provision of information only or through the provision of service completed during the course of the initial interview.

This entry should equal the sum of War Services Data Cards submitted for requests under the Enemy Alien Program during the month, on which Disposition is checked either for item 9B, Action completed at initial interview, or 9C, Rejected.

Item 3.--Enter the sum of the entries in items 3a and 3b.

Item 3a.--Enter the number of persons of enemy alien status included in the cases reported in item 2a.

Item 3b.--Enter the number of persons other than those of enemy alien status included in the cases reported in item 2a.

Sec. WS 41-20 Part B. Cases Certified to Protective Powers
WSE

Item 4.--Enter the number of cases of citizens of enemy countries certified during the month to receive assistance from protective powers representing the interests of enemy countries in the United States. This count should include only cases which are in need because of restrictive action of the Federal Government and, therefore, eligible for such certification under this plan, although the county welfare department may, under arrangements between it and protective powers, make provision for certification of citizens of enemy countries who are in need for reasons other than restrictive action of the Federal Government. At the present time Germany is the only enemy country making provision for assistance to its citizens through a protective power, i.e., Switzerland. Unless similar provisions are subsequently made by other enemy countries, the only cases reported in this item will be those of German citizens certified to receive assistance through the Legation of Switzerland.

Item 5.--Enter the sum of the entries in items 5a, 5b, 5c, and 5d.

Item 5a, 5b, 5c, and 5d.--Enter in these items the number of persons (citizens of the specified enemy countries) certified during the month to receive assistance from protective powers representing the interests of enemy countries in the United States. These counts should include only persons who are in need because of restrictive action of the Federal Government and, therefore, eligible for such certification under this plan. As indicated by the instructions for item 4, only item 5a is applicable at present; items 5b, 5c, and 5d will become applicable only if additional enemy countries make provision for assistance to their citizens.

Sec. WS 41-25 Part C. Cases Receiving Service or Assistance
WSE

Item 6.--Enter the number of cases receiving service during the month under this plan, but not receiving assistance for the month. Include in this count only those cases for which the provision of service extended beyond the initial interview. Cases of citizens of enemy countries certified during the month to receive assistance from protective powers should be reported in this item only if they are eligible for service and/or assistance under this plan, i.e., in need because of restrictive action of the Federal Government.

Item 7.--Enter the number of cases to which the assistance reported in item 9 was furnished for the month. Cases, certified to receive assistance from protective powers, receiving emergency assistance for which the county agency is to be reimbursed by the protective powers should not be reported in this item unless other persons in the same cases received assistance from the county to be reimbursed from Federal funds.

Item 8.--Enter the number of cases reported in item 7 which include citizens of enemy countries who were certified under this plan (during the month or in a previous month) to receive assistance from protective powers and who received such assistance for the month.

Sec. WS 41-30 Part D. Obligations Incurred for Assistance
WSE

Expenditures for assistance should be reported, in so far as possible, on the basis of obligations incurred for the month, i.e., assistance should be reported for the month for which it is authorized. Counties unable to report on this basis may report on the basis of obligations incurred during the month.

Item 9.--Enter the sum of the entries in items 9a, 9b, 9c, and 9d. This sum should represent the total amount of obligations incurred for assistance, in the form of money payments, relief orders, or commodities, to persons eligible for aid under this plan. (It should include only obligations for assistance to be paid by the county.) Obligations incurred for emergency assistance to persons (citizens of enemy countries) certified to receive assistance from protective powers, for which the county welfare department is to be reimbursed by the protective powers, should not be included.

Item 9a.--Enter the amount of obligations incurred for providing maintenance, i.e., food, clothing, shelter, fuel, utilities, and other maintenance requirements, to persons eligible for aid under this plan. This item may also include obligations incurred for requirements which are not usually recurrent and for which special provision is frequently made, such as medical services, travel and transportation, or burial, when such requirements are provided for in undifferentiated money payments to recipients and hence cannot readily be identified and classified separately.

Item 9b.--Enter the amount of obligations incurred for providing medical services, i.e., care by physicians in home or office, clinic care, hospitalization, dental care, nursing service, medical appliances, supplies and drugs, and laboratory and diagnostic tests to persons eligible for aid under this plan.

Item 9c.--Enter the amount of obligations incurred for providing travel of persons and transportation or storage of effects to persons eligible for aid under this plan. This item should not include small allowances for car or bus fares for transportation to schools, clinics, etc.; such allowances should be reported as "Maintenance" in item 9a.

Item 9d.--Enter the amount of obligations incurred for burial of persons eligible for aid under this plan.

FORM WS-8

LEGATION OF SWITZERLAND
DEPARTMENT OF GERMAN INTERESTS

SOCIAL DATA REPORT

GERMAN CITIZENS

1. SURNAME	2. OTHER SPELLINGS, ALIASES, ETC.	3. DATE
		4. AGENCY

5. FAMILY COMPOSITION

A. FAMILY AND MAIDEN NAMES	B. RELATIONSHIP TO HEAD	C. BIRTH DATE	D. COUNTY OF BIRTH	E. ALIEN REGISTRATION		F. REMARKS
				No.	Nat.	
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						
(11)						
(12)						

6. LOCATION — MEMBERS OF FAMILY GROUP (NOT INTERNED OR DETAINED)

A. PERSONS	B. DATE AND PLACE		C. IN CARE OF—	
	DATE	ADDRESS	NAME	RELATIONSHIP TO HEAD

7. LOCATION — DETAINED OR INTERNED MEMBERS OF FAMILY GROUP

A. PERSONS	B. TAKEN INTO CUSTODY		C. PAROLE	D. RELEASE	E. INTERNMENT	
	DATE	PLACE	DATE	DATE	DATE	PLACE

8. MARITAL STATUS

A. PERSONS	B. STATUS				C. REMARKS—NAME AND ADDRESS OF SPOUSE, ETC.
	S	M	W	D	

9. OCCUPATIONAL DATA

A. PERSONS	B. OCCUPATION AND INDUSTRY

10. U. S. CITIZENSHIP

A. PERSONS	B. LAST DOMICILE IN GERMANY	C. ARRIVED IN UNITED STATES		D. FIRST PAPERS	E. SECOND PAPERS	F. REMARKS
		DATE	PLACE	DATE	DATE	

11. PASSPORT STATUS

A. PERSONS	B. NO. OF PASSPORT	C. TYPE	D. WHERE ISSUED	E. WHEN ISSUED	F. VALID UNTIL—(DATE)

12. STATUS RE GERMAN CITIZENSHIP LAW

13. ECONOMIC RESOURCES IN GERMANY. INCLUDE BANK ACCOUNTS, REAL ESTATE, AND PENSIONS OR BENEFITS OF ANY KIND

A. NATURE OF RESOURCE	B. LOCATION (NAME AND ADDRESS OF BANK, ETC.)	C. AMOUNT OR VALUE	D. REMARKS (IN WHOSE NAME, AND OTHER DESCRIPTIVE DETAILS)
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

14. PRESENT ECONOMIC NEED

A. MONTHLY REQUIREMENTS $

B. MONTHLY INCOME $

C. DEFICIT (AMOUNT NEED MONTHLY) $

15. PAYEE

NAME AND ADDRESS	MO. AMOUNT
(1)	$
(2)	
(3)	

16. REMARKS. (SPECIAL CIRCUMSTANCES: HEALTH OR ECONOMIC AND SOCIAL HANDICAPS)

Sec. WS 42-00 WSE Instructions for Social Data Report on German Citizens Swiss Consul Cases (Form WS 8)

The purpose of the Social Data Report is to supply the Swiss Government with data needed to justify expenditures made by it on behalf of German citizens who are in need because of restrictive action of the United States Government, and thus to obtain reimbursement from the German Government for these expenditures.

The report must be submitted in duplicate to the Swiss Consul. The following instructions are intended to assist in the preparation of these forms.

Item 1. Enter last name of the head of the family or, if single person, the last name of the applicant. Write the name as it appears on the passport or other official paper.

Item 2. Enter any names by which the head or other members of the family may be known other than the name which appears on official documents (passports, etc.). If name has been Anglicized for convenience, or if other variation in spelling of names is used, record here.

Item 3. Enter date on which this report is prepared.

Item 4. Enter name and address of agency preparing this report.

Item 5. List family by first names, beginning with head, followed by wife, if married, and children in chronological order, one on each line. Include first and middle names, if used, and maiden name of wife. If any members of the family group have surnames different from that of head, give surname as well as given names. Include all members of the group who are now living together as a family and who regard themselves as a family unit, and also the names of persons now detained or interned elsewhere but also regarded as members of the family or household. Location of the various members will be shown in items 6 and 7. Although assistance to American-born members of the group will be supplied by the United States Government rather than by the German Reich, all members should be listed, because facts regarding American-born children will have significance in relation to repatriation.

In column b write "head" on the line opposite first name in column a and indicate relationship to head for each of the other members of the group, as wife, son, daughter, aunt.

In column c enter date of birth, expressed numerically, e.g., 5/27/14.

In column d enter country of birth. Observe European boundaries as they existed prior to present war and the annexations that preceded it. Germany does not recognize citizens of annexed and occupied countries as German citizens.

In column e enter the alien registration number of each alien member and also the nationality of each person as shown on the alien registration card, which each person of alien citizenship is required by law to have.

Use column f to make a brief explanation of any points in the foregoing columns that seem to require it.

Item 6. This item is used for indicating the location of those members of the family group listed in item 5, excluding those who are, as of the date of the report, detained and interned, who will be listed in item 7. Include here any members of the family previously detained but subsequently released.

In column a use the numbers in column 5a above to designate the individual listed on each corresponding numbered line, e.g., the person listed as the head of the house will here and hereafter be designated as #1. If he is married, his wife will be designated as #2, the eldest child as #3, etc.

In item 6a it will not be necessary to use a line for each person. If all of the family listed in item 5 are located at one address, enter "all" on the first line of item 6a, followed in column b by the address at which they are located and the date on which they moved to that address. If the family has been scattered, as by the placement of children, etc., and several of the members are located at one address and one or more at another address, write the addresses (and dates) in column b and indicate, by number, in column a which person (or persons) is located at each.

If children are placed with relatives or friends, indicate with whom placed and show the relationship of the person with whom placed as shown in the appropriate columns under column c. If children are placed in the care of an institution or agency, the name of the institution or agency can be recorded here.

Item 7. This item is to be used for recording the location and other pertinent data regarding members of the family who have been detained or interned. If any members have been released prior to the date of the report, they should also be shown in item 6. As described for item 6, the persons affected should be shown by number in column a. It will be necessary to use a line for each person only when the data to be recorded in the succeeding columns are different for each. In column b enter as indicated the date and place the persons detained or interned were taken into custody. If paroled, enter date of parole in column c and if released in column d. If sent to internment camp, enter date and place of internment in column e.

Item 8. Enter the marital status of the head of the family and of any other persons listed in item 5a who are or have been married.

If spouse of such person is not also listed in item 6a, give name and address in item 8c.

The initials in item 8b are for the purpose of indicating whether persons are "single," "married," "widowed," or "divorced." As usual, enter by number in column a the person to which the data refer.

Item 9. Enter occupational data regarding the head of the house and other employable persons. Be sure to give both the occupation and industry, as "salesman, department store," "painter, toy factory." This information is desired especially for persons seeking repatriation.

Item 10. This item relates largely to citizenship status. As in the preceding items, column a is used to designate the person or persons to whom the data recorded in each succeeding column are related.

In column b record the name of the last place in which the person or persons indicated in column a lived before coming to the United States.

In column c record the date and place of arrival in the United States (city and state).

In column d enter the date on which the first and in column e that on which the second citizenship papers were obtained.

Use column f for any explanation, such as reason for not obtaining second papers. In a number of instances the outbreak of war doubtless interfered.

Item 11. In this item record data regarding the passport status of each alien listed in item 5a. If several persons are included in one passport, enter all data on one line and indicate the persons included in item 11a.

In column b enter the serial number of each passport.

In column c the type, e.g., "visitors," "quota immigrant," "student."

In columns d and e record where and when issued.

In column f indicate the date to which valid (expiration date).

Item 12. Record here the status of the head, wife, and others in the family group whose parentage or ancestry may be different in relationship to whether they are affected by the eleventh decree of the Reich's citizenship law regarding the expatriation of Jews. If the persons in question are Jewish in accordance with the German Government's decree, write "Jewish"--otherwise write "non-Jewish." Persons who are classified by this decree as being Jewish will not be recognized as German citizens even though they may hold German passports and be classified by our own alien registration authorities as German citizens.

Item 13. The material on economic resources of German citizens in Germany is desired by the German Government in the consideration of requests for repatriation of its citizens through exchange of prisoners of war, etc. In column a describe each kind of property briefly, as "bank account," "real estate," etc. If any member of the group has any rights to social insurance benefits or any other pension, include this benefit, pension annuity, etc., listing it in column a.

In the following columns (b, c, d) give the additional data requested as to the amount or value of the property (or right) listed in column a, the location and other descriptive details that may be necessary for purposes of verification. The numbers identifying the individuals (item 5a) may be used to indicate in item 13d the person in whose name the property stands or to whom benefits are due.

Item 14. In some instances all members of the family, because they are German citizens, may be assisted from funds made available through the Legation of Switzerland. For such cases, enter the amount representing all the monthly requirements in item 14a, and the total monthly income in item 14b. The amount needed monthly, item 14c, is the difference between items 14a and 14b.

In other instances, some members of the family may be German citizens while some are citizens of the United States. For such cases only that part of the need of the family which is allocable to the German citizens should be entered in this item. In determining the amount allocable to the German citizens, the agency may use its established procedures for allocating payments in families in which more than one type of assistance is being received.

Item 15. Enter the name and address of the German citizen to whom payment is to be made. The monthly amount entered in this item should be the same as the amount shown in item 14c.

Item 16. This section is to be used for explanation of any of the foregoing entries that require further explanation and to add any facts as to special circumstances that make the need especially urgent. The Swiss Government is not assuming any responsibility for case decision and merely desires that record (1) to justify expenditure of funds, and (2) to serve as a basis for negotiation with the German Government for return of those desiring repatriation.

INDIVIDUAL AND FAMILY DATA

1. Last Name | **First** | **Middle**

Head of Group—Also surname of children if different

2. Address in the Territory

Street and Number | City | Territory

3. Last Address in the United States

Street and Number | City | State

4. Date and Place of Application:

Date

Place

HEAD OF GROUP

5. Occupation

6. Race

7. Religion

8. Family Group (as constituted this date) or children and accompanying adult:

NAME	Relationship to A	Date of Birth	Birthplace	Citizen	Disability or other condition requiring particular consideration
A	Head				
B					
C					
D					
E					
F					

Members of Family Elsewhere		Address: Street	City	State	Remarks
G					
H					

9. Service or assistance provided at point of origin:

Agency: | Case No. | Date

10. Departure:

Date

Boat

11. Assistance:

Transportation

Medical care

Other

12. Service—(specify):

13. Destination and plan for reception care:

Member	Address	To Live With: Name	Relationship	Remarks

14. Service or assistance provided at point of debarkation:

Agency: | Case No. | Date

Arrival { Place / Date

Temporary Address

Phone No.

Assistance:

Maintenance

Transportation

30-Day Allowance

Other

Service—(specify)

15. Date of Departure

Referred to:

Agency

Address

Date

Form CE-1. Federal Security Agency, Social Security Board, Bureau of Public Assistance: Civilian Evacuation from Honolulu and Hawaii.

Sec. WS 43-00 Instructions for Reporting on Civilian Assistance in Voluntary
WSE Evacuation - Individual and Family Data Form

This form is used to record the specific social data regarding each evacuee. It should be filled out as completely as possible at the point of embarkation and constitutes the primary record at that point. Two copies of this form completed in the appropriate items are made available at the point of debarkation, in most instances being delivered by the evacuee himself to the county welfare department.

It is intended that the form be used as follows: Items one through thirteen will be filled in at the point of embarkation by the agency responsible for handling this program. The agency at the debarkation point will be responsible for completion of the remaining items of the form.

The county welfare department at the point of debarkation is responsible for completing two additional copies of the Individual and Family Data Form. At the time of final disposal, one of the four completed copies of the form is to be sent to the local public welfare office at the point of destination and two copies are to be forwarded to the SDSW which will route one copy to the FSSB.

Note that it is no longer necessary to transmit a copy of this form directly to the FSSB at the time of debarkation. Copies are not to be transmitted to the SDSW until final disposal is made of the case.

(If the individual or family has not requested service or assistance at the point of embarkation, but upon debarkation desires to do so, or finds it necessary to do so, or if for any reason the upper sections of the form have not been filled out, the agency at the debarkation point should record the desired information in the entire form in quadruplicate.)

The information requested requires little additional interpretation. Attention is called to the few points where additional instructions appear needed.

Item 8. Disability or other condition requiring particular consideration.— Record here facts that may be needed in order that individual attention may be given, on debarkation, to persons who are ill or handicapped, or who for other reasons may require special care or special arrangements for travel.

Item 8. Members of family elsewhere.--This designation applies to members of the immediate family who remain behind in the Territory or who may be resident in the United States. This space should also be used for names of relatives (heads of related family groups, or separate adult relatives) who are travelling with or immediately following the family group for whom this record is made. Necessary explanation should be made under "Remarks."

Items 9 through 12.

Item 9. Service or assistance provided at point of origin.--In addition to recording pertinent family and individual data, the agency of the embarkation point will also record the service and/or assistance provided at that point. It is not expected that the amount of assistance will be indicated on this form. A checkmark in the appropriate space is considered sufficient to indicate the kind of assistance furnished.

In Item 12, "Service" is to be described briefly.

Item 13. Destination and Plan for Reception Care.--The agency at the embarkation point will complete this section in as much detail as possible. To care for the situations in which the members of the family plan to go to different destinations, the space provided in this item includes a heading designated "Member." This space may be used to refer back to the capital letters representing the appropriate family members listed under "Family Group." Under "Remarks" notation may be made of any special arrangement or need for assistance or service either at the point of debarkation or at final destination.

Item 14. Service or assistance provided at point of debarkation.--The agency at the debarkation point, upon completion of the service or assistance or rendered, will check the item in the spaces provided for assistance or will specify the service in the appropriate item. This agency will also complete the form by indicating in Item 15 the final destination of the individual or the family group and the name of the agency, if any, to which they have been referred in the State of destination.

FORM WS 9, OCTOBER, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

No. _____

WAR SERVICES DATA CARD

1. NAME _____ COUNTY _____
2. ALIASES _____ 4. NO. OF PERSONS IN THIS GROUP _____
3. ADDRESS _____ 5. COUNTRY OF CITIZENSHIP _____
6. SOURCE: ☐ A. DIRECT APPLICATION ☐ B. REFERRED BY _____
7. STATUS: ☐ A. INITIAL REQUEST ☐ C. CHANGE OF PROGRAM
   ☐ B. SUBSEQUENT REQUEST ☐ D. FORMER W.S. CASE IN ANOTHER COUNTY
8. TYPE OF PROGRAM AND REASON FOR ELIGIBILITY

A. ENEMY ALIEN PROGRAM
- ☐ (1) REMOVAL ORDER AND/OR REGULATION OF CONDUCT
- ☐ (2) DETENTION AND/OR INTERNMENT
- ☐ (3) OTHER

B. CIVILIAN WAR ASSISTANCE
- ☐ (1) CIVILIANS INJURED AND/OR THEIR DEPENDENTS
- ☐ (2) DEPENDENTS OF CIVILIANS KILLED, DETAINED OR INTERNED BY ENEMY, OR REPORTED MISSING
- ☐ (3) PROPERTY DAMAGE AND/OR DESTRUCTION
- ☐ (4) CIVILIANS REPATRIATED TO THE UNITED STATES
- ☐ (5) OTHER RESULTS OF ENEMY ACTION _____
- ☐ (6) CIVILIANS EVACUATED FROM ALASKA AND/OR HAWAII
- ☐ (7) CIVILIANS EVACUATED FROM WITHIN U.S. DANGER AREAS
- ☐ (8) OTHER EVACUATION PLANS _____

9. DISPOSITION:
- ☐ A. ACCEPTED FOR ASSISTANCE AND/OR SERVICE
- ☐ B. ACTION COMPLETE AT INITIAL INTERVIEW
- ☐ C. REJECTED (GIVE REASONS) _____

10. DATE OF REFERRAL (IF ANY) TO U.S. PUBLIC HEALTH SERVICE _____

11. PERSONS IN CASE: (ITEMS 11 AND 12 TO BE FILLED OUT ONLY FOR CASES ACCEPTED AS INDICATED IN 9A)

A. NAME	B. RELATION TO HEAD	C. BIRTH DATE	D. OCCUPATION AND INDUSTRY	E. REMARKS	ENEMY ALIEN PROGRAM ONLY		
					COUNTRY OF		H. ALIEN REGISTRATION NO.
					F. BIRTH	G. CITIZENSHIP	
	HEAD						

12. DETAINED OR INTERNED MEMBERS OF FAMILY GROUP (USE ONLY FOR ENEMY ALIEN PROGRAM)

A. NAME	B. TAKEN INTO CUSTODY		C. PAROLE DATE	D. RELEASE DATE	E. INTERNMENT	
	DATE	PLACE			DATE	PLACE

13. SUMMARY RECORD OF ASSISTANCE AND SERVICES GIVEN: (USE OPTIONAL WITH COUNTY)

A. DATE	B. AGENCY	C. ITEM	A. DATE	B. AGENCY	C. ITEM

14. REMARKS: (CONTINUE ON REVERSE SIDE IF NECESSARY)

DATE OF INTERVIEW _____ _____ _____
PERSON COMPLETING FORM TITLE

10/42 300

Sec. WS 44-00 Instructions for Preparation of War Services Data Card (Form WS-9) WSE; WSC

The War Services Data Card (Form WS-9) is to be filled out for all individuals or families requesting services and/or financial aid under the Enemy Alien and Civilian War Assistance Programs.

Two copies of the Data Card are to be made for each request, one to be retained by the county and the other to be forwarded to the SDSW. Copies to be sent to the SDSW should be forwarded at the end of the month during which disposition of the request has been made. (See instructions for item 9, Disposition.) At that time, (1) data cards representing requests disposed of under the Enemy Alien Program should be attached to the Monthly Statistical Report on Services and Assistance to Enemy Aliens (Form WS-7); and (2) those representing requests disposed of under Civilian War Assistance should be attached to the Monthly Statistical Report on Civilian War Assistance (Form WS-6). Data cards for requests received but not disposed of during the month should be held until the end of the month in which disposition is made.

Items 1 through 10 are to be filled out for all requests and referrals. Items 11 and 12 are to be filled out for cases which are to receive services and/or assistance. Use of Item 13 is optional with the county, and item 14 should be used when needed.

Item 1. Name. Type or print the full name of the head of family or the individual making the request, giving last name first, then first and middle name.

Item 2. Aliases. Indicate any other name or spelling of name used by the applicant.

Item 3. Address. Enter street-number, street and town or city.

Item 4. Number of persons in this group. Enter the number of persons for whom assistance and/or service is being requested.

Item 5. Country of Citizenship. Enter the country of citizenship of the head of family or the individual making the request.

Item 6. Source. If the applicant applied directly, check 6A. If the individual was referred, check 6B and enter the name and address of the referring agency or person.

Item 7. Status.

A. Initial request. Check this item if applicant is reported on War Services Data Card for the first time. Requests on which action has been completed at initial interview or rejected, and which are subsequently accepted for assistance and/or services within the same month should be reported on one card only, and should be checked as "initial request."

B. Subsequent request. This item is to be checked if applicant has made a previous request, for which a War Services Data Card has been submitted, in a previous month.

C. Change of program. Check this item for cases transferred during the month from the Enemy Alien Program to Civilian War Assistance or from Civilian War Assistance to the Enemy Alien Program.

D. Former W. S. case in another county. Check this item if the applicant has received assistance and/or service under one of the War Services Programs (either Enemy Alien Program or Civilian War Assistance) in another county in California.

Item 8. Type of Program and Reason for Eligibility

All requests are to be classified under either 8A, Enemy Alien Program, or 8B, Civilian War Assistance, according to the primary reason for requesting assistance and/or service.

A. Enemy Alien Program
Items 8A(1) to 8A(4)

Check the appropriate item indicating the condition primarily responsible for the request. Only one item should be checked. If it is apparent that the applicant or

person referred is not affected by restrictive action of the Federal Government, item 8A(3), Other, should be checked and the problem should be explained in item 14, Remarks. (This would include cases referred to the Swiss Consul which were not affected by restrictive action of the Federal Government.)

B. Civilian War Assistance
Items 8B(1) to 8B(8)

Check the appropriate item indicating the condition primarily responsible for the request. Only one item should be checked.

Item 9. Disposition

Check the item which indicates the type of action taken or planned on the basis of the initial interview.

Check item 9A if emergency assistance is provided and/or further contacts beyond the initial interview are anticipated. Cases to be certified to protective powers are accepted for service and should be classified under this item.

Check item 9B if all necessary action (other than emergency assistance) is taken on the day of the first interview and no further contact is anticipated.

Check item 9c if the applicant or person referred is clearly ineligible, and give the facts supporting the decision. Include here persons referred to protective powers who are ineligible under the Enemy Alien Program (because not affected by restrictive action of the Federal Government). Include also persons referred to other agencies. The name and address of the agency to whom the applicant is referred should be entered in item 14, Remarks.

Item 10. Referral (if any) to U. S. Public Health Service

Enter the date of referral of any member of the family to the Public Health Service. Give name of individual referred and reason in item 14, Remarks.

Item 11. Persons in Case. In this item enter the information specified for all persons living in the household at the time of the initial interview. In column A enter the present head of the household first. Enter in column B the relationship of each member of the household to the head. In column C enter date of birth expressed numerically; e.g., 5/27/42.

In column D enter occupational data regarding the head of the household and other employable persons. Give both the occupation and industry, as "salesman, department store," "painter, toy factory." For those who are unemployable, enter "unemployable."

Enter in Column E any remarks particularly applicable to the individual. For example, if the preceding column indicates that an adult is unemployable, some explanation, such as "paralyzed, blind, chronic illness, etc." may be the appropriate entry for this column.

Columns F, G, and H are to be filled out only for cases accepted under the Enemy Alien Program.

In column F enter country of birth. Observe European boundaries as they existed prior to the present war and the annexations that immediately preceded it.

In column G enter the country of citizenship for each member of the household. For United States citizens of Japanese ancestry, enter "U.S. - Japanese ancestry".

In column H enter the alien registration number of each alien member. This information can be obtained from the Certificate of Identification.

Item 12. Detained or Interned Members of Family Group. This section is to be filled out only for cases accepted under the Enemy Alien Program and is to be used for recording the location and other pertinent data regarding members of the family who have been detained or interned. If any members of the household were detained and released or paroled prior to the initial interview, they should be entered in section 10 and also in

this section. If no members of the household have been detained or interned, enter "None" in this section. The names of the persons affected should be entered in column A.

Item 13. Summary Record of Assistance and Service Given. The use of this section is optional with the county. It may be used to record assistance and service given by other agencies prior to the request for service under one of the WS programs; or it may be used by the county as a continuing brief record of services and assistance given after acceptance of the case. In the latter instance much of the data would not appear on the copy submitted to the SDSW, inasmuch as this copy may be forwarded before final disposal. The reverse side of the form may be used if needed.

Item 14. Remarks. This section should contain any explanation of preceding items which may be necessary. It may also be used to convey supplementary information in instances where a case is referred to another agency. The names of members of the family certified to protective powers should be listed here.

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Handbook check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Handbook and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

1	11
2	12
3	13
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TABLE OF CONTENTS--Chapter V, LIMITATION ON ENEMY ALIEN ACTIVITY

Sec. WS 50-00 Regulations on Enemy Alien Activity
WSE

Pursuant to the President's proclamations of December 7 and 8, 1941, covering the conduct of enemy aliens, the Department of Justice has issued regulations. These regulations are of general applicability governing the conduct of enemy aliens throughout the country, except as otherwise provided by the appropriate military commanders in areas proclaimed to be military areas. The Department of Justice regulations cover questions of travel, change of abode, of employment or of name and also cover enumerated prohibited articles, including cameras, firearms, and short-wave radios. Enforcement of these regulations is, of course, the responsibility of the Department of Justice, but familiarity with the regulations will make it possible for the county welfare department to advise enemy aliens under what circumstances they should consult the United States Attorneys or make application for permits.

Sec. WS 50-05 Classes of Persons Not Affected
WSE

The following classes of persons are not required to comply with specified regulations of the Department of Justice:

1. Aliens of enemy nationalities during their term of military service in the armed forces of the United States;

2. Aliens who became subjects or citizens of Italy by virtue of marriage or relationship to the person described in paragraph 3 of this section, provided that said aliens have not at any time voluntarily become German, Italian, or Japanese citizens or subjects;

3. Subjects or citizens of Italy who were, prior to August 6, 1924, (a) Turkish subjects or persons of Greek extraction and (b) habitual residents of the Aegean, or Dodecanese Islands, or islets dependent thereon, provided that said aliens have not at any time voluntarily become German, Italian, or Japanese citizens or subjects;

4. Former German, Italian, or Japanese citizens or subjects who, before December 7, 1941, in the case of former Japanese citizens or subjects and before December 8, 1941, in the case of former German or Italian citizens or subjects, became and are citizens or subjects of any nation other than Germany, Italy, or Japan;

5. Austrians or Austrian-Hungarians (Austro-Hungarians) or Koreans who registered as such under the Alien Registration Act of 1940, provided that such persons have not at any time voluntarily become German, Italian, or Japanese citizens or subjects.

These regulations, however, are not to be construed as defining or limiting the classes of aliens of enemy nationalities subject to apprehension, detention, or internment or the other provisions of the Presidential proclamations.

Sec. WS 50-10 Travel Allowed Without Special Permission
WSE

An enemy alien may travel within the boundaries or limits of the municipality, town, village, locality, or urban or rural community in which he resides or has his regular place of business in such manner as will permit him to engage in the activities usual in his community. The limits of such community shall include the metropolitan or other community area in which the enemy alien resides or has his regular place of business and shall include all that area generally thought of as constituting a greater city or metropolitan district or an urban or rural community.

An enemy alien may commute between his home and his regular place of business.

An enemy alien may travel between his home and: his usual place of religious worship; the school, college, or institution of learning at which he is in regular attendance; any Federal, State, or local government agency with which he may be required to transact business.

Sec. WS 50-15 Travel Requiring Special Permission or Forbidden Travel
WSE

For permission for occasional travel, the enemy alien must apply in person and must fill out a prescribed form, at least 7 days in advance of travel, at the office of the United States Attorney or other place designated by him. The United States Attorney is authorized, in exceptional cases, to waive all or any part of the 7 days' notice. He is likewise authorized, because of the distance between his office and the enemy alien's residence or for some other good reason, to permit the application to be mailed, together with a self-addressed stamped envelope so as to be received by him at least 7 days in advance of travel. If permission to travel is granted, the enemy alien will receive an endorsed copy of his application statement, which he must have with him at all times while traveling.

For enemy aliens accustomed to frequent travel, such as traveling salesmen, touring theatrical persons, and drivers of trucks, special procedures are provided if the United States Attorney is satisfied that requiring permission for each trip as provided under "Occasional travel" above would impose excessive hardship. Such a person must apply in person to the United States Attorney and must give detailed information on himself, his business, and on the travel desired. If permission is granted, all travel must be in accordance with the terms of such permission, which is endorsed on a copy of the statement of application and may also be noted on the certificate of identification. Prior notification must be given the United States Attorney of the details of each trip, so that the United States Attorney will at all times know the whereabouts of the enemy alien.

Travel by airplane or other aircraft is prohibited.

Sec. WS 50-20 Change of Place of Abode or Employment
WSE

The United States Attorney must be informed at least a week in advance of any change of home address or of employment. If the change of home address involves travel, application for permission must be made to the United States Attorney, as provided under "Occasional travel" in Section 50-15 "Travel Requiring Special Permission."

Sec. WS 50-25 Change of Name or Use of Assumed Name
WSE

An enemy alien may not assume or use any name other than that given as his legal name in his application for "Certificate of Identification," except as authorized in writing by the United States Attorney in cases where it appears that the granting of permission is necessary to the applicant's regular and customary mode of earning a livelihood and that the granting of permission will not be detrimental to the national security.

Sec. WS 50-30 Notice of Change Required
WSE

Notice of change of place of abode, of employment, or of change of name by court action (after approval by the United States Attorney) must be sent immediately to:

1. The Alien Registration Division of the Immigration and Naturalization Service, and

2. The Federal Bureau of Investigation at the office shown in the holder's certificate of identification.

Sec. 50-35 Prohibited Articles
WSE

Enemy aliens are prohibited from possessing the following articles:

1. Radio transmitters

2. Weapons or implements of war or component parts thereof

3. Ammunition

4. Bombs

5. Explosives or material used in the manufacture of explosives

6. Signal devices

7. Codes or ciphers

8. Papers, documents, or books in which there may be invisible writing; photographs, sketches, pictures, drawings, maps, or graphical representations of any military or naval installations or equipment or of any arms, ammunition, implements of war, devices, or things used or intended to be used in the combat equipment of the land or naval post, camp, or station.

Sec. 50-40 Articles Retained by Permission U.S. Attorney
WSE

Articles that may be retained only with permission of the United States Attorney include the following:

1. Short-wave radio receiving sets; and sets that are capable of receiving standard-wave communications and also short-wave, unless such set is so modified as to be incapable of receiving short-wave communications.

2. Cameras

3. Firearms

Sec. WS 50-45 Deposit of Articles Enumerated
WSE

Articles enumerated under Section 50-35 "Prohibited Articles" and Section 50-40 "Articles That May Be Retained" should be deposited immediately with the local police authorities in the community where the enemy alien resides or is present.

Sec. WS 50-50 Alien Property Custodian Regulations Relating to Property
WSE

The alien property custodian has not, to date, issued any regulations that would limit the activities of the enemy aliens included in the scope of this plan.

Sec. WS 50-55 Department of the Treasury Regulations Relating to Property
WSE

The property and all other assets within the United States of certain nationals, including German, Italian, Japanese, Rumanian, Hungarian, and Bulgarian, were blocked by Executive Order No. 8389 as amended. Individuals whose property is blocked are known as blocked nationals. As a result of these freezing orders, certain transactions with respect to blocked nationals or their property are prohibited, except in accordance with the terms of general or specific licenses. Such licenses are issued by the Department of the Treasury. For specific licenses, applications are made through the Federal Reserve Banks and their branches.

The Department of the Treasury has issued certain general licenses conferring upon specified persons the status of generally licensed nationals. Such a license gives these nationals the same status with respect to their property within the United States as is enjoyed by persons who are not nationals of a blocked country. Their accounts are not blocked, and they are permitted to conduct transactions with respect to their property without a specific license. They may, however, be required to file certain reports.

General License No. 68A confers the status of generally licensed nationals upon individuals who are nationals of Japan, with specified exceptions, who have been residing in the continental United States at all times on and since June 17, 1940.

General License No. 42 confers the status of generally licensed nationals upon individuals who are nationals of blocked countries other than Japan, with specified exceptions, who were residing in the United States on February 23, 1942. If, however, such a national had not also been residing in the United States on June 17, 1940, he may not effect any transaction under this license until he has filed Form TFR-42 with the appropriate Federal Reserve Bank.

General License No. 11 authorizes, upon order of the blocked national, payments up to $500 per month and transfers of credits from accounts in banking institutions in the United States in which any such individual has an interest. It must be ascertained by the banking institution making the transfer that the funds are needed for living, traveling, and similar personal expenses in the United States. The term "banking institution" includes "any person holding credits for others as a direct or incidental part of his business," such as employers or trustees. Blocked nationals who are not eligible as generally licensed nationals can draw on their funds within the limitations of this general license.

In some cases alien nationals who have been residing in the United States on the dates specified in General Licenses Nos. 42 and 68A are not deemed entitled to the privileges of these general licenses and are ordered to be blocked by the Department of the Treasury. Such orders have been issued with respect to some of the interned enemy aliens. The nearest Federal Reserve Bank will have information on whether such an order has been issued with respect to a particular interned enemy alien. If he is blocked, his property may not be mortgaged, sold, or any interest in it may not be otherwise disposed of without a special license from the Department of the Treasury. Such blocked enemy nationals, however, are entitled to draw on their accounts in "banking institutions" under General License No. 11, up to $500.

ABBREVIATIONS:

ANB	Aid to Needy Blind
ANC	Aid to Needy Children
F.Sec.A.	Federal Security Agency
F.S.A.	Farm Security Administration
F.S.S.B.	Federal Social Security Board
O.A.S.	Old Age Security
S.D.S.W.	State Department of Social Welfare
S.S.W.B.	State Social Welfare Board
U.S.E.S.	United States Employment Service
W.C.C.A.	Wartime Civilian Control Administration
W.R.A.	War Relocation Authority
W.S.	War Services
W.S.C.	Civilian War Assistance
W.S.E.	Enemy Alien Program

Certificate of Identification: Form AR-AE-23, received by all enemy aliens registered under the enemy alien registration required by Presidential Proclamation No. 2537.

Civilian Exclusion Orders: Orders issued by a military commander, debarring enemy aliens and other designated persons from specified military areas or portions thereof.

Detention: The holding under the custody of the Immigration and Naturalization Service of the Department of Justice, of enemy aliens thought to be dangerous to the national security who have been apprehended by the Federal Bureau of Investigation, pending hearings before local boards and final decision on their cases by the Attorney General.

Enemy Alien: In general the designation of "enemy alien" applies to all aliens 14 years of age or older (a) who are natives, citizens or subjects of a country on which the United States has declared war, or (b) who at present are stateless but who at the time at which they became stateless were citizens or subjects of a country on which the United States has declared war.

Exclusion: Debarment of any or all persons from military areas under an exclusion order issued by the designated military commander. It may also include exclusion of enemy aliens from prohibited areas, on order of the Attorney General

Hearing Boards (Civilian): Civilian boards, appointed by the Attorney General, to hear the cases of enemy aliens thought to be dangerous to the national security, who have been apprehended and detained by the Department of Justice.

Internment:	The placing in special camps run by the Army of enemy aliens who, after their cases have been reviewed, are found by the Attorney General, to be dangerous to the national security.
Military areas:	Areas designated by the appropriate military commander with respect to which the right of any person to enter, remain in, or leave may be restricted.
"Other Persons":	Persons, other than enemy aliens, and including citizens of the United States, who are specifically made subject to the restrictions governing a military area.
Parole:	The release under specified conditions of a detained enemy alien, in accordance with the Attorney General's decision on his case; is usually accorded those enemy aliens against whom no subversive intent can be proved but who through family ties or former membership in suspected organizations, leave some doubt as to their loyalty.
Prohibited areas:	Areas designated by the Attorney General, upon the recommendation of the War Department, from which enemy aliens were excluded; superseded in each case by military areas, prescribed by the military commander.
Regulation in military areas:	Regulations issued by the military commander, governing the conduct of enemy aliens and others with respect to military areas.
Removal:	The transfer from a military area and location in another area of enemy aliens and other persons, on order of the military commander; or the transfer from a prohibited area and location in another area of enemy aliens, made on order of the Attorney General.
Restricted areas:	Areas designated by the Attorney General, upon the recommendation of the War Department in which the conduct of enemy aliens was made subject to regulations issued by the Attorney General; superseded in each case by military areas, prescribed by the military commander.
Restrictive Action:	Detention, internment, and removal from or regulation of the conduct of enemy aliens or other persons within military areas. (Also includes removal from or regulation of the conduct of enemy aliens in prohibited and restricted areas.)

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

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Sacramento
October 29, 1942

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IN REPLY PLEASE REFER TO.

HANDBOOK LETTER #1

The War Services Handbook is presented herewith. It contains chapters on fiscal and reporting policies and procedures on the Enemy Alien and Civilian War Assistance Programs, and policies and procedures on the Enemy Alien Program only.

This Handbook supersedes the Manual of Instructions on enemy aliens, issued March 7, 1942. It also supersedes Department Bulletin Nos. 119E, 181, 181A, 181B, 181C, 181D, 181E, 181F, and 181F Supplement, 181H, 193, 194A, and 200. The following Department Bulletins continue in effect: Nos. 191, 191 Supplement, 191 Supplement A, and 195, except were reference is made to the disbursing procedures outlined under Bulletin No. 181. The draft manual sent those counties having evacuees also continues in effect until rescinded. There is a slight change with regard to routing the Individual and Family Data Card (see Sec. WS 43-00 Civilian Assistance in Voluntary Evacuation). (As the supply of these draft manuals is limited copies have been sent only to those counties receiving evacuees at the point of debarkation.)

Chapters of the Handbook covering policies and procedures on the Civilian War Assistance Program will be issued later.

In order that operations under the Federal disbursing plan can be completed at once, it is essential that claims for reimbursement covering expenditures prior to October 31 be submitted to the SDSW as soon after November 1 as possible.

Unused Federal Disbursing Orders should be returned immediately after November 1, to the Social Security Board, 785 Market Street, San Francisco.

In the past administrative expense could be claimed only for the Enemy Alien Program. It is now possible to claim full reimbursement for costs of administration on both the Enemy Alien and the Civilian War Assistance Programs. Sec. WS 30-35, Reimbursement for Administrative Costs, outlines the new procedure for claiming administrative expense.

Counties having War Services Program Cases (either Enemy Alien or Civilian War Assistance) active on November 1 should fill out War Services Data Cards (Form WS-9) for each case, retaining one copy and sending one copy immediately to the Division of Research and Statistics, State Department of Social Welfare. The date appearing on these cards should be the date of the initial interview, and the card should be marked "Accepted prior to November 1, 1942." Such marking is important in order that these cards may be segregated from those acted on later than November 1 which are to be submitted with the monthly statistical reports.

Forms referred to in the Handbook may be secured from the Department of Social Welfare, 616 K Street, Sacramento, upon request. An initial supply of War Services Data Cards (Form WS-9), Social Data Reports (Form WS-8), Monthly Statistical Report Forms for Enemy Aliens (Form WS-7), and Monthly Statistical Report Forms for Civilian War Assistance (Form WS-6) are being sent each county. Those counties wishing financial forms and Individual and Family Data Cards should request same from the State Department of Social Welfare.

Copies of this Handbook are being sent to the chairman of the board of supervisors, the welfare director, and the county auditor. Although the supply is limited, additional copies will be sent upon written request.

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BERKELEY

Sacramento
November 4, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 5 - 1942
PAUL PEEK, Secretary of State
By [illegible] Deputy

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

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Sacramento
October 30, 1942

IN REPLY PLEASE REFER TO

DEPARTMENT BULLETIN NO. 199

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Transfer or Assignment of Property
ANC - OAS - ANB - APSB

The Social Welfare Board at its meeting on October 22, 1942, adopted the following policies, which become effective immediately:

1. A transfer of real or personal property of value less than the maximum provided in the Statute shall not disqualify a person who is applying for, or who is receiving aid. However, if there is an affirmative showing that the transfer of such property was intended by the transferor to qualify himself for aid or for the continuance of aid, such intention will disqualify the person applying for or receiving aid.

2. The transfer of income producing property, real or personal, of a value less than the maximum provided in the Statute shall not disqualify the person for the type of aid for which he is applying, provided the net income from such property does not exceed the maximum grant provided by the Statute, unless there is an affirmative showing that the transfer of such income property was intended by the transferor to qualify him for a greater amount of aid than that to which he would otherwise be entitled.

The above policies will be incorporated into the appropriate sections of the Manual of Policies and Procedures in the near future.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 2160(g)
Welfare & Institutions
Code,
20 AC 905)

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(Authority: Sections 2160(g)
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DEPARTMENT BULLETIN NO. 199

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Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 2160(g) Welfare & Institutions Code, 20 AC 905)

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Sacramento
November 10, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 10 1942
PAUL PEEK, Secretary of State
By Chas Graght
Deputy

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

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Sacramento
November 4, 1942

DEPARTMENT BULLETIN NO. 113-C

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Needy Children
Income - Court Orders

The Social Welfare Board, on October 22, 1942, adopted the following policy relating to the effect of a court order upon eligibility of an applicant or recipient of aid.

When there is a court order for the full or partial support of an applicant or recipient, he shall be considered to have income in the amount awarded by the court for his support; however, upon a showing that the court order is not enforceable because the person ordered to pay is unable to do so, or where there is lack of jurisdiction, or upon a showing that the applicant or recipient has made a request of the court for enforcement of the order, the actual amount being received under such court order shall be considered in determining the amount of the grant.

The above policy becomes effective immediately. The case record shall show the date of the court order and its provisions. When the amount of income is less than that provided in the court order, the case record shall show the facts which lead to consideration of a lesser amount in determining the amount of the grant.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 1511 and 1560, Welfare and Institutions Code)

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November 4, 1942

IN REPLY PLEASE REFER TO:

DEPARTMENT BULLETIN NO. 143-Rev. C

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Need in Excess of Basic Grant

The following ruling was adopted by the Social Welfare Board on October 22, 1942, and becomes effective immediately.

Inmates of Private Institutions (Section 2160.5, W&I Code)

A person who is receiving care in a non-profit, fraternal, or benevolent institution is considered to have the equivalent of income in the amount by which the per capita cost of the institution exceeds the payment for board and care.

The per capita cost of the institution may be established as a part of the total need of an inmate toward which the total income of individual shall be applied, provided the institution is one in which the inmates may be considered eligible to aid (see Manual Sections 163-00 and 163-45).

Method of Reporting Need in Excess of Basic Continuing Need ($40.00)

See page 4, Department Bulletin 143-Revised A for method of reporting such cases.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Section 2020, Welfare and Institutions Code)

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

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Sacramento
November 4, 1942

DEPARTMENT BULLETIN NO. 144-Rev. C

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Needy Blind
Need in Excess of Basic Grant

The following ruling was adopted by the Social Welfare Board on October 22, 1942, and becomes effective immediately.

Inmates of Private Institutions (Section 3044.5 W&I Code)

A person who is receiving care in a non-profit, fraternal, or benevolent institution is considered to have the equivalent of income in the amount by which the per capita cost of the institution exceeds the payment for board and care.

The per capita cost of the institution may be established as a part of the total need of an inmate toward which the total income of the individual shall be applied, provided the institution is one in which the inmates may be considered eligible to aid (see Manual Sections 163-00 and 163-50.)

Method of Reporting Need in Excess of Basic Continuing Need ($50.00)

See page 5, Department Bulletin 144-Revised B for method of reporting such cases.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Section 3084, Welfare and Institutions Code)

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Sacramento
November 4, 1942

IN REPLY PLEASE REFER TO:

DEPARTMENT BULLETIN NO. 170-B

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

SUBJECT: Old Age Security
Income - Court Orders

The Social Welfare Board on October 22, 1942 adopted the following policy relating to the effect of a court order upon eligibility of an applicant or recipient of aid.

Where there is a court order for the full or partial support of an applicant or recipient he shall be considered to have income in the amount awarded by the court for his support; however, upon a showing that the court order is not enforceable because the person ordered to pay is unable to do so, or where there is lack of jurisdiction, or upon a showing that the applicant or recipient has made a request of the court for enforcement of the order, the actual amount being received under such court order shall be considered in determining the amount of the grant.

The above policy becomes effective immediately. The case record shall show the date of the court order and its provisions. When the amount of income is less than that provided in the court order, the case record shall show the facts which lead to consideration of a lesser amount in determining the amount of the grant.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 2020 and 2140
Welfare and Institutions Code)

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Sacramento
November 4, 1942

DEPARTMENT BULLETIN NO. 171-B

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: ANB - APSB
Income - Court Orders

The Social Welfare Board on October 22, 1942, adopted the following policy relating to the effect of a court order upon eligibility of an applicant or recipient of aid.

Where there is a court order for the full or partial support of an applicant or recipient he shall be considered to have income in the amount awarded by the court for his support; however, upon a showing that the court order is not enforceable because the person ordered to pay is unable to do so, or where there is lack of jurisdiction, or upon a showing that the applicant or recipient has made a request of the court for enforcement of the order, the actual amount being received under such court order shall be considered in determining the amount of the grant.

The above policy becomes effective immediately. The case record shall show the date of the court order and its provisions. When the amount of income is less than that provided in the court order, the case record shall show the facts which lead to consideration of a lesser amount in determining the amount of the grant.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 3084 and 3075
Welfare and Institutions Code)

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Governor

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Sacramento
October 2, 1942

IN REPLY PLEASE REFER TO

DEPARTMENT BULLETIN NO. 189, S.A.A., Revised

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

Subject: Standards of Eligibility for the Receipt of Food Commodities Supplied by the Agricultural Marketing Administration

Department Bulletin No. 189 S.A.A. issued under date of May 1, 1942, is hereby cancelled. Information relative to "Standards of Eligibility for the Receipt of Food Commodities Supplied by the Agricultural Marketing Administration" was amended by the State Social Welfare Board on September 23, 1942, and as a result, the County Welfare Departments are no longer directly involved.

The amended policy, however, is available and will be mailed upon request.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Ch. 878 Sts. 1941)

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Sacramento
November 16, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation, currently effective made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 25 1942
PAUL PEEK, Secretary of State
By [illegible]
Deputy

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

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Sacramento
November 6, 1942

IN REPLY PLEASE REFER TO

DEPARTMENT BULLETIN 88-B, REVISED

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: OAS - ANB - APSB
Determining the grant when fluctuating interest payments are involved.

Page 3 of Bulletin 88-B is rescinded. Substituted for it is the attached Page 3 which incorporates the policy adopted by the Social Welfare Board on October 22, 1942, relating to adjustment of the grant due to fluctuating interest payments. Vertical lines appear in the margin opposite the new policy statement which becomes effective immediately.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachment

(Authority: Sections 2020, 2140, 3075, 3084, 3460 and 3472 of the Welfare and Institutions Code)

Frequency of Adjustments in the Grant of Aid

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant, together with income, to fall below the amount to which the recipient is entitled under the Code provisions for the particular category of aid. When an increase in the income of the recipient causes the amount of the grant, together with income, to exceed the Code provisions for the particular category of aid, the grant of aid shall be decreased as soon as administratively possible, but in no case shall the amount of aid, together with income, be less than that provided by the Code.

The repeal of the former provisions of the Welfare and Institutions Code relating to Old Age Security and Aid to Needy Blind, exempting income from certain sources, is likely to result in increased administrative expense incident to frequent changes in the grant of aid. It is administratively desirable to keep such changes, the administrative cost of which is frequently greater than the amount involved, to a minimum, especially so since such changes often cause a delay in the issuance of warrants. The following rule may be applied:

Fluctuating Interest Payments

When monthly interest payments in decreasing or increasing amounts are received, and which have not been determined to constitute an inconsequential resource, the total amount of income from this source may be determined for each three-month period and any necessary adjustment in the grant made in accordance with policies governing the current income period.

Example: An OAS recipient received interest in the amount of $2.05 during July, $1.95 during August, and it is anticipated that he will receive $1.85 during September. The total amount of income to be received during the current income period, $5.85, can be taken into consideration in making any necessary adjustment in the September grant.

OR

When monthly interest payments in decreasing or increasing amounts are received, and which have not been determined to constitute an inconsequential resource, the total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

The county may elect either of the above methods.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

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Governor

STATE OF CALIFORNIA

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Sacramento
November 23, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation, currently effective made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 25 1942
PAUL PEEK, Secretary of State
By [illegible] Deputy

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

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Sacramento
November 21, 1942

IN REPLY PLEASE REFER TO:

DEPARTMENT BULLETIN NO. 201

TO: CHAIRMEN, BOARD OF SUPERVISORS
COUNTY WELFARE DIRECTORS
COUNTY AUDITORS

Subject: Procedure for Making Application for Funds for Promotion and Coordination of Programs for Services to Children of Working Mothers

General information in regard to the $400,000 fund allocated by the President to the Office of Defense, Health, and Welfare Services for promotion of programs for services to children of working mothers has been given to all County Welfare Departments and inspection and accredited boarding home agencies in Department Memorandum issued November 10, 1942.

A. Facts in Regard to the Use of the Fund

Grant of Funds for States

1. $340,000 of the fund has been allocated for grants to states by the Office of Defense, Health, and Welfare Services for administrative planning and consultative service necessary for ascertaining needs, developing and coordinating services for children of working mothers, and administering State and/or local programs providing such services.

Availability of Funds for Counties

2. A portion of the funds will be made available to the State Department of Social Welfare for the use of County Welfare Departments to provide administrative and consultative personnel in local communities where such services are needed.

Purposes for which Funds Can Be Used

3. The purposes for which funds will be granted are limited to payment of salaries and travel expenses for such personnel, and the County Welfare Departments will be reimbursed in full by the Federal Government for such expenditures. The County Welfare Departments will provide for clerical services, rent, office supplies, and other miscellaneous items.

Assistance by the Federal Government from the fund is limited to local administrative, planning, and consultative personnel responsible for mobilizing, promoting, coordinating, administering, and developing on a community-wide basis services and facilities of local, public, and private agencies for the care of children of working mothers.

Assistance cannot be given for personnel of local public welfare agencies who work directly with children needing services or with working mothers; or as the immediate supervisors of such personnel;

or personnel responsible for the supervision or administration of a single community facility or service such as a nursery school or day-care center.

Sub-committee on Child Care

4. Before funds may be allocated to a county, a local planning committee or subcommittee of the local Defense Council must be established, charged with the responsibility of promoting and coordinating the community child-care program. To effectuate this, the State Council of Defense has recommended to County and City Councils of Defense that a subcommittee on Child Care in Wartime be set up at once under the Committee on Health, Welfare, and Consumer Interest, with county-wide responsibility, its membership to consist of the following:

a. The local public health officer
b. The superintendent of schools -- county or city
c. The local welfare director
d. The local representative of the United States Employment Service
e. The representative of the WPA assigned to the county

Plan for Obtaining Funds

5. In order to obtain funds for local communities, complete and specific plans for the proposed program must be submitted by the county to the State Department of Social Welfare for submission to the Office of Defense, Health, and Welfare Services. These plans must include a statement of the need for services for children of working mothers, a description of the county Committee on Child Care in Wartime, or the comparable committee planning service for such children; a description of the program already in effect; and a description of the plan for future services for which Federal funds are being requested. The plan should cover a period ending not later than March 31, 1943, although Federal funds may be available at that time for continuation and extension of the program.

Personnel on County Payroll

6. Each person employed as part of the plan submitted by the county will be on the staff of the County Welfare Department. He may serve as coordinator to the Committee on Child Care in Wartime, and/or as consultant or administrator in developing a program for services to children of working mothers.

Qualifications of Personnel

7. Personnel selected by the county must meet the established requirements for the particular positions for which they are employed. Job specifications for the proposed positions are attached. Prior to employment of personnel the county will submit to the Personnel Officer of the State Department of Social Welfare, in Sacramento, on Form P.S. 16 (Application for Provisional Appointment), the qualifications of the proposed employee.

Salary Range

8. The salary range for coordinator will be from $200 to $350 per month, in $25 steps, the salary to be set at one of the salary steps, depending upon the difficulty of the assignment and the qualifications of the individual selected for the position.

B. Application Procedure

1. The subcommittee of the Defense Council charged with the responsibility for promoting and coordinating the community child-care program will present to the County Welfare Department information concerning the need, and a request for administrative services for a community child-care program. This request must include a statement from the United States Employment Service with respect to localities where specific services are needed: (a) that women are being employed or will be employed in substantial numbers; (b) that provision for care of their children will materially aid the war effort; and (c) that the community program has been developed in accordance with the statement of policy adopted by the War Manpower Commission on August 12, 1942. (See M.P. Directive IX attached to State Department of Social Welfare memorandum of November 10, 1942.)

2. The application for Federal assistance will consist of three items:

Formal Application

a. Formal application prepared by the County Welfare Department on Form CWM 1 (copies attached) provided for the purpose. This will be a sworn statement signed by the director and approved by the chairman of the board of supervisors. This affidavit will include a statement that local funds are not available for the specific service described.

Narrative Statement

b. Supplemental narrative statement in regard to the proposed program, prepared in accordance with the following outline:

(1) Statement in regard to community need for services for children of working mothers.
   (a) Extent of employment of women in community.
   (b) Adequacy of existing community child-care facilities and services.

(2) Description of community committee planning services for children of working mothers.
   (a) Outline covering names of committee members, agencies and organizations they represent.
   (b) Brief summary of responsibilities, functions, and activities of the committee.

(3) Description of community program for services to children of working mothers.
   (a) Outline of child-care services and facilities needed with special reference to use of existing resources, consideration of health, education, and welfare aspects of the program, and the integration of the community program in terms of the working relationships among those agencies separately or jointly responsible for particular aspects of the program.
   (b) Statement from chairman of the committee on Child Care in Wartime or other child-care planning committee that the committee is in process of planning a community program which takes into consideration the health, education, and social welfare aspects of

child care, and the committee's recommendations in regard to the employment of a child-care coordinator. (Statement to be attached to this item.)

(4) Description of community plan for services to children of working mothers, for which Federal funds are being requested. This should include:
   (a) A statement that the county will employ persons who meet the qualifications set up by the State Department of Social Welfare.
   (b) An outline of the specific service to be performed by the child-care coordinator.
   (c) A statement regarding the relationship between the services to be performed by the child-care coordinator and the other functions of the County Welfare Department.

Budget

c. Budget covering all proposed expenditures will be submitted on Form CWM 2 (copies attached). In estimating the cost for travel the county should budget all travel items in accordance with county regulations.

Seven copies of each of the three parts of the application must be submitted to the State Department of Social Welfare at Sacramento.

C. Operation of Plan

Notification of Action

1. The State Department of Social Welfare will notify the county of approval of its plan, and the county will proceed with employment of personnel and the setting up of the program.

Claims for Reimbursement

2. Salaries and travel expense will be advanced by the county. Reimbursement in full may be claimed monthly by it from the Federal fund allocated to the State Department of Social Welfare to finance the county request. The claim may not exceed the budget submitted. Forms for making claims will be forwarded to the county when formal approval is received from the Office of Defense, Health, and Welfare Services.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments

(Authority: Section 120, Welfare and Institutions Code)

child care, and the caretaker's recommendation in regard to the placement of a child-care worker.
(Statement to be attached to this form.)

(4) Description of community plan for services to children of working mothers, for which Federal funds are being requested. This should include:

(a) A statement that the agency will employ persons who have the qualifications and by the State Department of Social Welfare.

(b) An outline of the training program to be undertaken by the child-care caretakers.

(c) A statement regarding the relationship between the services to be provided by the child-care caretaker and the social worker and the other staffing of the County Welfare Department.

Budget

c. Budget summary all proposed expenditures will be submitted on Form 304 (Budget Schedule). In preparing the budget the Social Welfare Agency should refer all proposed items to correspond with agency regulations.

Forms regular or each of the three parts of the application must be submitted to the State Department of Social Welfare at Sacramento.

4. Description of Plan

Initiation of Plan

a. The County Department of Social Welfare will notify the agency of receipt of the plan, and the agency will notify the County Welfare Department and the worker in charge of the program.

Plans for Implementation

b. Schedules and general services will be discussed by the county. Information to field, and be adjusted accordingly to the plan the Federal Fund allotted to the State Department of Social Welfare in Sacramento. The right may be reduced the budgetary, the county plans. All the Department in the county plan should be involved from the Director of Welfare, and the Board.

FORM CWM 1, NOVEMBER, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Submit Seven Copies to
State Department of Social Welfare
Sacramento, California

APPLICATION FOR FUNDS FOR SERVICES TO CHILDREN OF WORKING MOTHERS

FOR_____COUNTY

For the period_____, 194___ to_____, 194___
(Month, Day) (Month, Day)

I, _____, _____
(Title of Official in Charge)

of the _____, do certify that the budget of estimated
(Name of County Agency)

expenditures herewith submitted is based on the unavailability of local funds for services described in the plan herewith submitted and do apply for the use of funds provided by the Federal Government toward the payment of expenditures made in administering the plan for services to children of working mothers. I do further certify that space, clerical services, and supplies will be provided for by the County and that all information set forth herein is true, to the best of my knowledge and belief.

The estimated budget request for administrative expenditures for this Program for this period is $_____.

Signed_____
(Director or Official in Charge)

Title_____

Approved_____
(Chairman, Board of Supervisors)

Subscribed and sworn to before me this

_____day of_____, 194__

_____
(Title)

TO BE ACCOMPANIED BY BUDGET FORM CWM 2 AND PLAN

11/42 900

FORM CWM 2, NOVEMBER, 1942
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

Su t Seven Copies to
State Department of Social Welfare
Sacramento, California

COUNTY BUDGET FOR SERVICES TO CHILDREN OF WORKING MOTHERS

_____ COUNTY

For the period _____ (Month, Day), 194__, to _____ (Month, Day), 194__

Column 1	Column 2	ESTIMATED EXPENDITURES (for period covered by this report) Column 3	Column 4	Column 5
Position	Annual Salary Rate	Total Expenditures for Period	Amount To Be Paid from * County Funds	Amount Requested from Federal Funds
Title _____				
Salary				
Travel				
Other				
Title _____				
Salary				
Travel				
Other				
Title _____				
Salary				
Travel				
Other				
TOTAL				

* Estimated value of space, clerical services, supplies, etc.

TO BE ACCOMPANIED BY APPLICATION FORM CWM 1 AND PLAN

11/42 470

CHILD CARE COORDINATOR

Definition

Under supervision to carry out a child care program; assisting local communities in developing and coordinating needed community resources; and to do other work as required.

Typical Tasks:

Assisting in stimulating, developing and coordinating local community resources for child care programs, attending and participating in group and committee activities on problems affecting children; interviewing community leaders for the purpose of securing information necessary to determine needs for child care; conducting studies to determine the need for child care services and making recommendations on the needs in local communities; planning, directing and supervising the work of assigned employees and volunteer workers not engaged in directly furnishing services to needy children; addressing groups concerning child care programs; dictating correspondence and preparing reports.

MINIMUM QUALIFICATIONS:

Education:

Equivalent to graduation from college supplemented by completion of one year of graduate work in (1) social work or (2) public administration. (Two years of successful qualifying experience may be substituted for one year of graduate study. Additional qualifying experience of the kind indicated below may be substituted for each year of undergraduate study in college on the basis of one year of qualifying experience being equivalent to one year of education.)

AND

Experience:

Five years of qualifying experience, of which at least one year must have been within the last fifteen years, as described below.

Qualifying Experience:

(1) Successful paid employment in an administrative or professional capacity in any one of the following fields:
- (a) public or private welfare agencies
- (b) social group work involving community contacts
- (c) public health or school nursing
- (d) school administration
- (e) public employment service in a managerial or important supervisory capacity
- (f) probation work
- (g) nursery school in an important supervisory capacity

or

(2) Some other equivalent combination of education and similar experience.

Knowledge:

1. Wide knowledge of child care problems which call for the use of public and private community resources.
2. Wide knowledge of the methods of stimulating, developing, and coordinating local community resources.
3. Wide knowledge of social and economic problems relating to child care.
4. General knowledge of the laws pertaining to the care and protection of children.
5. General knowledge of the purposes and activities of various public and private welfare agencies in California.

Ability:

1. To assist in planning, organizing, coordinating, and effectively directing the work of others in a child care program.
2. To establish and maintain friendly and cooperative relations with organizations, committees, public officials, and others interested in developing a child care program and to participate in community activities as needed.
3. To utilize and coordinate local resources and to assist in developing needed resources in the field of child care.
4. To evaulate social conditions pertaining to child care problems.
5. To speak and write effectively.
6. To interview effectively.
7. To size up situations and people accurately and to adopt an effective course of action.
8. To get along well with others.
9. To follow oral and written directions.

Personal Characteristics:

Sympathy with child care programs, willingness to travel and to perform work requiring irregular hours, demonstrated capacity for working effectively with persons and groups in developing a community-wide program, tact, initiative, patience, integrity, neat personal appearance, pleasing personality, adaptability, emotional stability, poise, resourcefulness, keenness of observation, thoroughness, good address, good judgment, good health, and freedom from disabling defects.

Monthly Compensation:

$200 $225 $250 $275 $300 $325 $350

11/42 470

ASSISTANT CHILD CARE COORDINATOR

Definition:

Under supervision of a Child Care Coordinator, to do the more routine work in carrying out a child care program; assisting in developing and coordinating needed community resources; and to do other work as required.

Typical Tasks:

Assisting in coordinating local community resources for child care programs; attending and participating in group and committee activities or problems affecting children; interviewing persons to secure information on child-care problems; assisting in conducting studies on child-care problems; dictating correspondence and preparing reports.

MINIMUM QUALIFICATIONS

Education:

Equivalent to graduation from college supplemented by completion of one year of graduate work in (1) social work, or (2) public administration. (Two years of successful qualifying experience may be substituted for one year of graduate study. Additional qualifying experience of the kind indicated below may be substituted for each year of undergraduate study in college on the basis of one year of qualifying experience being equivalent to one year of education.)

AND

Experience:

Three years of qualifying experience, of which at least one year must have been within the last fifteen years, as described below.

Qualifying Experience:

(1) Successful paid employment in an administrative or professional capacity in any one of the following fields:
- (a) public or private welfare agencies
- (b) social group work involving community contacts
- (c) public health or school nursing
- (d) school administration
- (e) public employment service in a managerial or important supervisory capacity
- (f) probation work
- (g) nursery school in an important supervisory capacity

OR

(2) Some other equivalent combination of education and similar experience.

Knowledge:

(1) General knowledge of child-care problems which call for the use of public and private community resources.

(2) General knowledge of the methods of stimulating, developing, and coordinating local community resources.
(3) General knowledge of social and economic problems relating to child care.
(4) Familiarity with the laws pertaining to the care and protection of children.
(5) Familiarity with the purposes and activities of various public and private agencies in California.

Ability:

(1) To assist in planning, organizing, coordinating, and effectively directing the work of others in a child-care program.
(2) To establish and maintain friendly and cooperative relations with organizations, committees, public officials, and others interested in developing a child-care program and to participate in community activities as needed.
(3) To utilize and coordinate local resources and to assist in developing needed resources in the field of child care.
(4) To evaluate social conditions pertaining to child care problems.
(5) To speak and write effectively.
(6) To interview effectively.
(7) To size up situations and people accurately and to adopt an effective course of action.
(8) To get along well with others.
(9) To follow oral and written directions.

Personal Characteristics:

Sympathy with child-care programs, willingness to travel and to perform work requiring irregular hours, demonstrated capacity for working effectively with persons and groups in developing a community-wide program, tact, initiative, patience, integrity, neat personal appearance, pleasing personality, adaptability, emotional stability, poise, resourcefulness, keenness of observation, thoroughness, good address, good judgment, good health, and freedom from disabling defects.

Monthly Compensation:

$150 $160 $170 $180 $190 $200

11/42 470

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

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Sacramento
November 20, 1942

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 27 1942
PAUL PEEK, Secretary of State
By [signature] Deputy

IN REPLY PLEASE REFER TO:

HANDBOOK LETTER #2

You receive herewith Assistance to Enemy Aliens Revisions 1 and 2, Financial Policies and Procedures Revision 1, and Reporting Procedures Revisions 1 and 2. This material is to be entered in your copy of the War Services Handbook, and the revision numbers cancelled on the separators for the revised chapters. These revisions become effective immediately.

Your attention is directed particularly to the following:

Sec. 10-20 sets forth the policy of no longer designating Italian Nationals as Enemy Aliens.

Sec. 11-55 provides for special provisions in the budget for enemy aliens when the GR budget is used as a basic budget.

Sec. 30-20 provides for exemption certificates for Federal tax on transportation under WS programs.

Sec. 40-01 gives instructions for assigning case numbers.

Sec. 43-00 has an addition to the instructions for reporting on the Individual and Family Data Form.

Statements contained in the Handbook take precedence over same material previously released in bulletins.

Although no statewide policy has been set and the budget has been left to the discretion of the counties it is expected that standards of assistance for this program will not be higher than those generally applicable to persons eligible for financial assistance under the other welfare programs operating within the State; it is expected, however, that subsistence needs will be met. The standards in the approved plan for ANC or those in the GR program may be most nearly applicable to this program. Most counties have found the ANC budget most nearly applicable.

If the GR budget is used, it should be recognized that some allowance must be made for those services or resources ordinarily available to persons receiving GR but not available to the enemy alien group. Examples of this are the Food Stamp and Commodity Distribution Programs. The Agricultural Marketing Administration has advised that persons receiving assistance under the Enemy Alien Program are not eligible to participate in either the Food Stamp or the Direct Distribution Programs unless they are already receiving OAS, ANB, ANC, or GR.

There is no statewide limit on real or personal property. It is expected, however, that avilable assets will be taken into consideration and the advisability of using them will be determined on an individual case basis.

Verification is not required prior to granting emergency aid where there is immediate need. When the family will require long time care, however, the usual verifications will be made.

The county's standards and operating procedures for determining need and the amount of assistance may require adaptation to include provision for the treatment of special problems that are not usually considered as coming within the definition of need. In all cases need shall be determined by considering requirements in relation to available resources. Such adaptations should include:

1. Provision for assistance in cash or in kind to individuals or families living in their own homes, boarding homes, or other types of living arrangements.

2. Consideration, in establishing need, of anticipated expenditures related to the services the family may require, and inclusion in the payment of the cost of medical care, travel, moving or storage of household effects. Provision should also be made to meet the cost of burial.

3. The immediate provision of cash in hand, assistance in kind, temporary shelter, travel, and transportation of household goods to meet emergencies.

1. Enemy aliens or other persons and their dependents whose removal from a specified area, which is permitted to be individually effected, has been ordered by the Army or other properly authorized governmental agency; or whose activities within such area have been subjected to military regulations. This will include the Caucasian spouses of Japanese in relocation centers, aliens who lost employment because of curfew or travel regulations, aliens who because of removal from restricted or prohibited areas have been unable to reestablish themselves, alien fishermen who have not been able to secure other employment.

2. Enemy aliens who have been detained and later released; and the dependents of enemy aliens who have been detained and interned or released.

3. German nationals who are in need from causes other than restrictive action or internment, but who prefer to receive assistance from German funds.

4. Italian nationals are no longer designated as enemy aliens by order of the U. S. Attorney General. This, however, has not necessarily affected their eligibility under the Enemy Alien Program. Italians who might be currently subjected to restrictive action or who will be so subjected in the future are eligible. Assistance may also be continued to those Italians who have been but who are no longer subjected to restrictive action until such time as they are able to secure employment. That is, those persons who are now in need because of a previous restriction, even though that restriction may have been removed, may be aided until they are able to meet their own needs. Every possible assistance should be given the individual or family in order that rehabilitation may be achieved as soon as possible.

   In some instances it may be impossible for Italian nationals to return to former occupations because of certain limitations placed on the occupations rather than on the individual. Where it is necessary for Italian nationals to seek new positions and possibly new occupations, recognition must be given to the fact that such adjustments may require time and skillful counseling on the part of the county welfare department worker.

Sec. WS 10-30 Definition of Enemy Aliens and "Other Persons"
WSE

Enemy alien status is determined by the Department of Justice, but it may be stated in general that the following persons have the status of enemy aliens.

All aliens 14 years of age or older who are natives, citizens or subjects of countries on which the U. S. has declared war;
All aliens 14 years of age or older who at present are stateless but who at the time at which they became stateless were citizens or subjects of countries on which the U. S. has declared war.

The term "other persons" is used in a special sense to cover persons, other than enemy aliens who may be subject to regulations issued by the Secretary of War or the designated military commanders. Persons of Japanese ancestry, or citizens whose associations might lead to question are, therefore, made subject to the regulation with regard to entering, remaining, or leaving any military area.

2. "Transportation" includes amounts for providing travel of persons and transportation or storage of effects of persons eligible for assistance under the WS programs. This item should not include small allowances for car or bus fares for transportation to schools, clinics, etc. Such allowances should be reported as "Maintenance."

   When transportation is provided for persons under the WS programs, Federal tax on such transportation costs should not be paid. Tax exemption certificates should be secured from the railroad company and should be presented at time transportation arrangements are made. Separate certificates are necessary for Pullman tickets and regular transportation tickets. Counties may mimeograph their own tax exemption certificates.

3. "Medical Services" include care by physicians in home or office, clinic care, hospitalization, dental care, nursing service, medical appliances, supplies and drugs, and laboratory and diagnostic tests to persons eligible for assistance under the WS programs. It is not intended that this amount should include allowances for medical services included in undifferentiated money payments to recipients; because of the difficulty of separating such allowances they should be reported as "Maintenance." Separate money payments to recipients intended for medical services alone are presumably readily identifiable and should be reported along with payments made directly to persons and agencies furnishing medical services to recipients.

4. "Other" includes items which are not readily identifiable as being either of the above mentioned categories. Cost of burial would be an example of "Other."

5. "Petty Cash," if identifiable, should be charged to the proper category. The advance of petty cash is to be governed by county policy and procedure and the individual case is the determining factor of the amount of petty cash required by the individual. It is not desired to become too far removed from regular county policy and procedure in the matter of petty cash advances, but it is to be remembered that different types of people are affected by war emergencies and it may be necessary that certain restrictions on petty cash advances be relaxed for these programs.

B. Advance Basis.

When counties receive funds on an advance basis in emergencies, similar accounting shall be maintained as outlined under "Reimbursement Basis" above. In addition, if advances of Federal funds are made to counties, the following will be required in connection with the control of advanced Federal funds:

Sec. WS 40-01 Uniform Numbering Requests (Applications) for Assistance and/or
WSE; WSC Service

A uniform system of case numbering is to be followed by all counties handling the WS programs. Each county is responsible for its own numbering. Case numbers shall be assigned to requests for assistance and/or service which are rejected as well as to those accepted. This is necessary in order to identify rejected requests.

The following procedure is to be employed:

Assign a number to each request as it comes to the attention of the CWD. A new series, separate and apart from any other county numbering system now in use, is to be installed. Use the county abbreviation as a prefix to the number and designate the type of request by using the WS program abbreviation as a suffix; i.e., WSE (Enemy Alien Program), WSC (Civilian War Assistance Program). It is not necessary to use a separate series of numbers for each of the WS programs. An example for San Francisco County would be:

SF 1 WSC
SF 2 WSE
SF 3 WSC

The numbering procedure is effective as of November 1, 1942. WS cases receiving continuing care as of that date are to be numbered according to the above system; however, cases that have received service but which were closed as of November 1, 1942, need not be numbered. Any cases closed prior to November 1 and reopened after that date are considered the same as new requests.

The case number should be entered in Item 14 of the Individual and Family Data Card of civilian evacuees accepted or rejected. It should be entered in the upper right-hand corner of the War Services Data Card (Form WS-9) for all Civilian War Assistance and Enemy Alien Cases accepted or rejected.

No case number should be assigned to Individual and Family Data Cards of Evacuees who do not make application at the point of debarkation.

Sec. WS 40-02 Reporting
WSE; WSC

The county welfare department will need to have available in its own files such recorded information as will substantiate its action with respect to the services given and the financial assistance provided. (See Sec. WS 10-95 Recording of Social History.)

Following are copies of forms and detailed instructions for completion and submission of required records and reports on county operations under the Enemy Alien and Civilian War Assistance programs. These consist of:

Sec. WS 43-00 WSE Instructions for Reporting on Civilian Assistance in Voluntary Evacuation - Individual and Family Data Form

This form is used to record the specific social data regarding each evacuee. It should be filled out as completely as possible at the point of embarkation and constitutes the primary record at that point. Two copies of this form completed in the appropriate items are made available at the point of debarkation, in most instances being delivered by the evacuee himself to the county welfare department.

It is intended that the form be used as follows: Items one through thirteen will be filled in at the point of embarkation by the agency responsible for handling this program. The agency at the debarkation point will be responsible for completion of the remaining items of the form.

The county welfare department at the point of debarkation is responsible for completing two additional copies of the Individual and Family Data Form. At the time of final disposal, one of the four completed copies of the form is to be sent to the local public welfare office at the point of destination and two copies are to be forwarded to the SDSW which will route one copy to the FSSB.

Note that it is no longer necessary to transmit a copy of this form directly to the FSSB at the time of debarkation. Copies are not to be transmitted to the SDSW until final disposal is made of the case.

(If the individual or family has not requested service or assistance at the point of embarkation, but upon debarkation desires to do so, or finds it necessary to do so, or if for any reason the upper sections of the form have not been filled out, the agency at the debarkation point should record the desired information in the entire form in quadruplicate.)

There may be instances in which the Red Cross ship worker may deliver to the Public Welfare representative at the point of debarkation Individual and Family Data Cards of persons who have been aided in the Territory but who do not make an application for assistance upon debarkation.

These Individual and Family Data Cards should be held for a period of thirty days after arrival of the convoy. If the evacuees have not made application for assistance at that time, their Individual and Family Data Cards should be forwarded to the SDSW with a letter of transmittal showing that these persons were not seen at the point of debarkation. Such Individual and Family Data Cards should not be given a case number, nor should a War Services Data Card (Form WS-9) be made for them. The notation, "No Application" should be entered on each card in the upper right-hand corner.

The information requested requires little additional interpretation. Attention is called to the few points where additional instructions appear needed.

Item 8. Disability or other condition requiring particular consideration.--Record here facts that may be needed in order that individual attention may be given, on debarkation, to persons who are ill or handicapped, or who for other reasons may require special care or special arrangements for travel.

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

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Sacramento
November 27, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
NOV 27 1942
PAUL PEEK, Secretary of State
By Chas. Stargatz Deputy

IN REPLY PLEASE REFER TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

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Sacramento
November 25, 1942

IN REPLY PLEASE REFER TO:

DEPARTMENT BULLETIN NO. 143-Revised, D

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

SUBJECT: Old Age Security
Budgetary Method of Determining Need

Food Allowance

On the basis of recent pricing, the Social Welfare Board on November 19, 1942, adopted $15.97 as the food requirement for an individual living alone. This figure should be substituted for $12.85 in the budget schedule appearing in Department Bulletin No. 143-Revised, B, Page 3. When all meals are purchased in restaurants, $27.95 is allowed rather than $22.49 as stated in the budget schedule.

When new applicants or those requesting restoration of aid elect to have need determined on a budget basis, the revised food item shall become effective immediately. Any necessary adjustment in the grant of those currently receiving aid shall be made as soon as administratively possible following the request of the recipient. If no request is made, any necessary change shall then be made when there is occasion to adjust the grant for other reason, but in no event shall the adjustment in the grant be made later than the anniversary month for reinvestigation of eligibility.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 2020 and 2140, Welfare and Institutions Code)

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Sacramento
November 27, 1942

DEPARTMENT BULLETIN NO. 202

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER TO:

Subject: Offer of Support
OAS; ANB; APSB

The Social Welfare Board at its meeting on November 19, 1942, adopted the following policies, which become effective immediately:

1. A mere offer of support by a responsible relative or anyone else is not in itself sufficient to disqualify the applicant for Public Assistance.

2. The actual receipt of full or partial support shall determine the applicant's eligibility and the amount of aid to be granted, if any.

3. The above statements include offers from all sources where the applicant does not have a property right. Where the applicant has a property right; i.e., insurance, O.A.S.I., stock, bonds, court order for support, life care contract, or other resource which he owns or in which he has an interest, the benefits accruing from such property shall be considered income to the applicant.

The above policies refer to all offers in kind made from any source and to all offers of cash which are conditional. If the cash offer has attached to it a condition, that is, the offer is made provided the applicant or recipient perform or refrain from performing a certain act, such as living in a certain place, upon refusal of the offer by the applicant or recipient, if otherwise eligible, he shall be granted aid.

All rules and regulations issued heretofore dealing with this subject and in conflict herewith are cancelled immediately.

(Authority: Sec. 2140, Welfare and Institutions Code
20 AC 918)

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

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Sacramento
November 27, 1942

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IN REPLY PLEASE REFER TO.

1297

FILED
In the office of the Secretary of State
OF THE STATE OF CALIFORNIA
DEC 11 1942
PAUL PEEK, Secretary of State
By Chas Grayat Deputy

MANUAL LETTER NO. 29

You receive herewith a reissued Chapter on Blindness, and Welfare Personnel Standards Chapter, Revisions 25 and 26. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers canceled on the separators for the revised chapter.

These revisions were adopted and the reissuance of the Chapter on Blindness was approved by the SSWB on October 22, 1942. All revisions become effective immediately unless a specific date is given below. All actions by boards of supervisors on Applications and Notices of Change 90 days or later from the date of issuance of these revisions shall be in accord with them.

Your attention is directed particularly to the following:

The chapter on Blindness has been rewritten and revisions made chiefly for clarification. There were no changes in policy and procedure.

Sec. 074-15 *has been changed to provide a time limit for provisional employees, who have filed an appeal in connection with an examination for the position which they occupy. This ruling will be effective December 1, 1942.*

Another revision of this section is an emergency measure extending provisional appointments beyond the six months' period with the approval of the SDSW and subject to certain conditions.

Sec. 076-30 *relates to the provision requiring that keyed copies of examinations be exhibited for a period of ten days.*

Statements contained in the Manual take precedence over same material previously released in bulletins.

074–15 Sec. 074–15 Provisional Appointments

WPS

If, in opinion of appointing authority, there are urgent reasons for filling a position and there are no eligibles on any appropriate employment list, appointing authority may submit to SDSW name of person to fill the position pending examination and establishment of an eligible list. If such person's qualifications have been certified by examining agency as meeting minimum requirements as to training and experience for the position, such person may be provisionally appointed to fill existing vacancy only until an appropriate eligible list is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor, in accordance with these rules. No provisional appointment shall be continued for more than ninety (90) days after an appropriate eligible list has been established for the class of position and in no event for more than six (6) months from date of appointment; except that when a provisional employee has filed a relevant examination appeal which is granted a hearing by the SSWB, his appointment may continue during the pendency of such appeal in accordance with the provisions of the rules governing provisional appointments. Successive provisional appointments of same person shall not be permitted and a position shall not be filled by repeated provisional appointments.

The period of provisional appointment shall not constitute a part of the probationary period except as provided in Sec. 074-50, Probationary Period. Employees not covered by Sec. 074-10, Employees Appointed Prior to Adoption of These Rules, and all appointments made subsequent to the adoption of these rules but prior to the holding of examinations, shall be regarded as provisional employees.

For the duration of the war emergency, provisional appointments may be extended at the end of the six months' period with the approval of the Department, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances subject to the following conditions:

(1) That an examination has been publicly announced or will be announced by the examining agency prior to a date not exceeding twelve months after the beginning date of each provisional appointment, or that if after an examination has been announced the examining agency has found that a sufficient number of applicants has not filed to assure adequate competition.

(2) That in the absence of a definite examination date, provision shall be made to accept continuous receipt of applications for an examination for a given class as outlined in Sec. 071-80, Filing Applications, and the examination is to be held whenever the examining agency, with the concurrence of the Board, finds that enough applicants have filed to assure adequate competition.

(3) That, where there is an established eligible list for a given classification but there are no immediately available eligibles for appointment, the Department may approve the extension of a provisional appointment in accordance with the provisions outlined under (1) and (2).

074–30 Sec. 074–30 Emergency Appointments

WPS

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments. In no case, however, shall an emergency appointment continue for a longer period than ninety (90) days in any twelve-month period unless approved by SSWB. Each emergency appointment shall, when appointment is made, be reported in writing to SDSW by appointing authority.

074–35 Sec. 074–35 Limited Term Appointments

WPS

If an employee is needed for a temporary period, a certification shall be made by the examining agency of names of those eligibles, in the order of their places on an appropriate employment list, who have indicated willingness to accept limited term employment.

Certification shall be made in manner set forth in Sec. 073-60, Certification of Names. Appointments shall be made in same manner as prescribed in this rule for probationary appointments. Duration of a limited term appointment shall be limited to a period not to exceed one day less than probationary period. Acceptance or refusal of an appointment shall not affect an eligible's standing on an eligible list or his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive limited term appointments to same position shall not be made nor shall an employee receive continued limited term appointments.

Authority for entire Chapter W&IC Secs. 103, 103.5, 103.6, 119, 119.5, 119.6

Sec. 073–75 Acceptable Conditions of Employment *073–75*

WPS

Examining agency shall ascertain from each eligible the salary, tenure, location, and other pertinent conditions of employment under which eligible will accept appointment, and such statement of acceptable conditions of employment by eligible shall constitute an automatic waiver of certification to positions having less acceptable conditions of employment. Conditions of employment acceptable to an eligible may at any time be changed at his written request, but in such event he shall not be entitled to consideration for appointment to any position for which certifications have already been forwarded to appointing authority, unless an eligible previously certified should subsequently waive.

Sec. 073–80 Waiver of Appointment *073–80*

WPS

An eligible may, for a reason satisfactory to SDSW, waive appointment after certification, but after three such waivers of permanent appointment to positions in any given class, his name shall be removed from the employment list for that class, and he shall not be eligible for further certification from that list. In extraordinary cases where waivers are caused by circumstances beyond control of the eligible, SDSW may restore the eligible to the list on a satisfactory explanation to SDSW of reasons for waiver.

Sec. 073–90 Voluntary Withdrawal From Active List *073–90*

WPS

An eligible may at any time have his name temporarily withdrawn from employment list and placed upon inactive list on giving in writing reasons satisfactory to SDSW, and his name may be restored to employment list at discretion of SDSW upon written application of eligible during period of his eligibility.

Sec. 074–00 Original Appointments *074–00*

WPS

All appointments to positions in the county agencies exclusive of exempt positions shall be made in accordance with this rule. Selection shall be made for each position from the three highest available names on the certificate submitted in accordance with provisions of Sec. 073-60, Certification of Names.

In selecting persons from among those certified, appointing authority shall be permitted to examine their applications and reports of investigations and to interview them. Final selection shall be reported in writing by SDSW to examining agency.

If eligible selected declines appointment, evidence of declination and other such data shall be transmitted to examining agency for permanent record.

Before appointment eligible may be required to pass a satisfactory physical examination.

Sec. 074–10 Employees Appointed Prior to Date of Adoption of These Rules *074–10*

WPS

An employee who is certified by the agency as having given satisfactory service on or before December 31, 1939, may be admitted to the examination for the position held by him as of that date, without regard to minimum qualifications of training and experience. Upon certification of examining agency that he has qualified in the examination held in accordance with the provisions of Sec. 071–55, Types of Examinations, he may be appointed as a permanent employee. Permanent status of such an employee shall date from certification of examining agency that he has qualified in the examination.

An employee, certified in accordance with paragraph 1 of this section as having given satisfactory service, who has been transferred or promoted to another position subsequent to December 31, 1939, but prior to the examination for the position currently held, shall be required to submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of the position in order to be admitted to the examination for that position. Such an employee may, on certification of examining agency that he has qualified in examination for that position, be retained as a permanent employee. Permanent status of such an employee shall date one year from date of appointment to the position after certification by the examining agency that he has qualified in examination. An employee, transferred or promoted as described above, who fails to qualify in the examination for the position currently held by him may, on certification of examining agency that he has qualified in the examination for the position held by him on December 31, 1939, be retained in that position provided there is a vacancy in the class.

An employee who fails to qualify in the examination for either of the positions referred to in paragraphs 1 and 2 of this section shall be removed from his position within ninety (90) days after establishment of a list of eligibles for such position or positions.

074–70 Sec. 074–70 Promotion During Probation

WPS

The serving of a probationary period shall not, of itself, prevent an employee from being promoted to a position in a higher class, provided he is certified from an appropriate eligible list for such higher class of position in accordance with provisions of Sec. 073-60, Certification of Names. If, within the above-mentioned limitations, an employee is promoted in this way during a probationary period, the probationary period for the class of position to which he is promoted shall begin with date of appointment to such latter class of position.

074–75 Sec. 074–75 Dismissal During Probation

WPS

At any time during a probationary period an employee may be separated from the service without right of appeal or hearing, but reasons given for the dismissal shall be submitted in writing to SDSW. A copy of the reasons for dismissal shall be delivered to employee before separation may be finally effective, and a copy shall be filed with examining agency for permanent record. Unless an appointment is made permanent by appointing authority at close of probationary period in accordance with provisions of Sec. 074-60, Conditions Preliminary to Permanent Appointment, services of employee shall be automatically terminated, and no further salary or other compensation shall be payable to him.

The SDSW, with approval of SSWB and after consultation with appointing authority, may restore the name of a probationary appointee, whose services have been terminated, to eligible list from which he was certified, in accordance with the procedure described in Sec. 076–15, Withdrawal of Resignation, but examining agency shall not in the future certify the name of such person to same appointing authority from same eligible list.

074–80 Sec. 074–80 Demotion of Probationer

WPS

A probationer who in judgment of appointing authority is not suitable for permanent employment in class to which he was appointed, but is suitable for employment in a related lower class, may, upon request of appointing authority and with approval of SDSW, be demoted to such lower class, by proceeding substantially as in these rules required for dismissal of such probationer.

Sec. 074–50 Nature, Purpose, and Duration of Probationary Period *074–50*

WPS

The probationary period shall be an essential part of the examination process, and shall be utilized for the most effective adjustment of a new employee and for elimination of any probationary employee whose performance does not meet required standard of work.

All appointments from officially promulgated eligible lists for original entrance or promotion shall be for a probationary period of one year.

Probationary period shall not include the time served under temporary appointment or under certification to provisional or limited term positions, except as otherwise provided in these rules, but shall date from time of appointment to a permanent position after certification. However, the period of continuous employment served by a provisional employee prior to the establishment of the first eligible lists on January 15, 1942, and February 1, 1942, shall be included in the probationary period *provided that*, without break in the continuity of his employment, employee is certified and appointed to a position in the same classification as his provisional appointment. In case of employees engaged on a daily basis, probationary period requirement shall be deemed satisfied if the employee works an average of twenty days or more for each month of probationary period; otherwise probation shall be deemed completed upon serving twenty days for each month of probation required, regardless of the number of calendar months over which such service extends.

Probationer who resigns or is laid off during probationary period shall, in event of reemployment, be required to complete only the balance of probationary period. An employee dismissed during probationary period and restored to eligible list shall begin a new period of probation if subsequently certified and appointed.

Sec. 074–60 Conditions Preliminary to Permanent Appointment *074–60*

WPS

Permanent appointment of a probationary employee shall begin with the date ending probationary period, provided that SDSW has received from appointing authority a statement in writing that services of employee during probationary period have been satisfactory and that employee is recommended to be continued in the service. The statement shall contain an appraisal of the value of employee's services and shall include a service rating upon a form prescribed by SDSW. It shall be responsibility of SDSW to obtain such statement with recommendations four weeks prior to end of probationary period. If it is determined that services of employee have been unsatisfactory, SDSW shall notify employee in writing not more than five days after receiving a statement from appointing authority that employee's services are to be terminated. An employee whose appointment is to be made permanent shall also be notified. SDSW shall notify examining agency of action taken regarding services of employee.

076–60 Sec. 076–60 Appeal From Removal From Eligible List

WPS

An eligible whose name has been removed from an eligible list for any of the reasons specified in Sec. 073-10, Removal of Names From Eligible List, may appeal to SSWB for reconsideration. Such appeal shall be filed in writing with SDSW within 30 days after date on which notification was mailed to applicant. SDSW shall refer the appeal with all pertinent information to SSWB. SSWB, after investigation, shall make its decision and shall notify the eligible accordingly.

076–70 Sec. 076–70 Appeal From Dismissal, Suspension, or Demotion

WPS

Permanent employee who is dismissed, suspended, or demoted shall have right to appeal to SSWB not later than 30 days after effective date of dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to SDSW which shall arrange a formal hearing within reasonable time after receipt of appeal. Both employee and county agency shall be notified reasonably in advance of the hearing and shall have right to present witnesses and give evidence before SSWB.

The SSWB, within 30 days after the hearing, shall make its recommendations in writing to county agency for consideration. After consideration of recommendations of SSWB, county agency shall make its decision which shall be final and which shall be duly recorded in permanent records of SDSW. SDSW shall, in writing, promptly notify employee of final decision of county.

All hearings and investigations of charges for dismissal of an employee shall be public and shall be governed by the provisions of these rules; and in the conduct thereof neither SSWB, its representative, nor any other party, shall be bound by technical rules of evidence, nor shall informality in any proceedings or in manner of taking testimony invalidate any order, decision, rule, or regulation made, approved, or governed by SSWB.

Appellant at such hearings shall have opportunity to present whatever competent evidence he may desire to submit in his own defense and shall have right to be represented by counsel. Witnesses may be subpenaed by SSWB, and SSWB shall have power to compel attendance of witnesses in accordance with this section.

077–01 Sec. 077–01 Allowance for Leaves of Absence

WPS

Subject to the approval of the county welfare director and the county board of supervisors, any permanent employee may be granted a leave of absence without pay for a period not to exceed one year. An original leave of absence granted for a period of less than one year may be extended at the employee's request, and upon the approval of the county board of supervisors, for a period which when added to the period of the original leave of absence will not total more than one year.

077–02 Sec. 077–02 Granting Leaves of Absence

WPS

Leaves of absence without pay may be granted to permanent employees for any of the following reasons:

1. To attend an institution of learning to improve the skills, knowledges, and techniques of their work in the county welfare department; however, upon the recommendation of the county welfare director and the county board of supervisors, and upon the approval of the SDSW, a permanent employee may be granted an educational leave of absence with pay or with partial pay.
2. Pregnancy;
3. Illness or disability;
4. Any other reason approved by the SDSW.

An employee requesting a leave of absence shall file his request in writing with the appointing officer. Such written request shall include the reasons for the request and the period for which the leave of absence is requested.

The appointing officer shall notify the SDSW of all approved leaves of absence, the period of the leave of absence, and the reasons for which the leave of absence was granted. The separation form (Form PS 21) used by the county welfare departments to report all separations of personnel to the SDSW shall be used for reporting leaves of absence.

An employee granted a leave of absence has a right to reinstatement to his former position upon the expiration of the period of his approved leave of absence, provided his position has not been abolished during his absence. In the event the employee's position has been abolished during the period of his leave of absence, his name shall be placed on the reemployment list for the appropriate classification.

If, during the course of the leave of absence, the employee has obtained a permanent position elsewhere, it shall be the duty of the employee to notify the appointing authority by tendering his resignation from the position from which he was granted a leave of absence.

Persons filling vacancies created by an employee's approved leave of absence shall be informed by the appointing officer that the tenure of their employment is temporary and subject to the return of the employee granted the leave of absence.

The failure of an employee to notify the appointing officer of his availability for reinstatement within ten days after the expiration of the period of the approved leave of absence shall constitute an automatic resignation.

Sec. 076–40 Dismissal *076–40*

WPS

Appointing authority may dismiss any employee who, after appointment, has been convicted of an offense in connection with his duties, or of any felony or crime involving moral turpitude. "Conviction" here means a plea or determination of guilt in any court of record, and when such conviction is final, employee shall have no recourse to appeal to the SSWB.

Appointing authority may dismiss any permanent employee who is negligent or inefficient in his duties, unfit to perform his duties, or is guilty of gross misconduct. In case of such dismissal, employee shall be given 15 days' notice in writing by appointing authority stating specific reasons therefor. In extreme cases involving safety, morale, or efficiency of the service, appointing authority may immediately suspend an employee pending dismissal procedure.

In dismissals for cause and other punishments, like penalties shall be imposed for like offenses.

Whenever a dismissed employee who had permanent status, has been adjudged by the SSWB after appeal as dismissed without sufficient cause by appointing authority, the SSWB may place name of dismissed employee on eligible list from which it was taken with its original percentage rating. Such restoration, however, shall not permit a certification to position or to county agency from which employee has been dismissed, except upon written request of appointing authority.

Sec. 076–50 Appeal for Review of Examinations *076–50*

WPS

Upon the recommendation of the examining agency and with the approval of the SSWB, beginning the second working day after a written examination has been held and extending for a period not exceeding ten working days thereafter, any candidate may inspect a keyed copy of questions in the examination in which he has been a candidate, and may during such period of inspection file in writing an appeal against any part of the test, citing item or items against which appeal is directed, and reason for such appeal. An eligible list resulting from such test shall not thereafter be established until all of disputed items have been reviewed and appropriate adjustment made by correction in scoring key or elimination of items. Thereafter, no candidate shall be entitled to further appeal against results of the written examination except on grounds of fraud in scoring papers; provided, that nothing contained in this section shall nullify right of candidate to inspect his papers. Examining agency may provide an opportunity for review of test material at such places for such period of time as circumstances may from time to time require.

Any applicant who has taken an examination may appeal to the SSWB for review of his rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such appeal must be filed in writing at the office of the SDSW within 30 days after the date on which the notification of the results of such examination was mailed to the applicant.

The SSWB will consider appeals from the decisions and ratings of qualifications appraisal boards solely for the reasons and upon the conditions, as follows:

1. For alleged irregularity, bias or fraud in the conduct of the investigation or interview; or
2. For alleged erroneous interpretation and application of the minimum qualifications prescribed for the examination; and
3. Upon receipt by the SSWB, within thirty days of the sending out of the notice of test results, of a written statement by the competitor setting forth the facts upon which he bases his appeal and the determination by the SSWB whether or not good cause exists for the consideration of the appeal.

If, upon considering such an appeal, the SSWB decides that the competitor possesses the minimum qualifications of education, experience, personal traits and fitness for the classification and merits a passing rating, it shall, in the absence of fraud on the part of the qualifications appraisal board, give him a rating on education, experience, and/or personal qualifications not in excess of the minimum passing grade prescribed for the examination.

A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the SSWB that a substantial error has been made. The SSWB's decision with respect to a review or change shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the eligible list.

Sec. 076-53 Procedure on Appeals for Review of Examinations *076–53*

WPS

Upon the granting of a hearing on an examination appeal, SSWB shall request examining agency to prepare a report in answer to the appeal. A copy of such report shall be sent to appellant by registered mail at least 10 days prior to the hearing.

Appeals shall be heard on an informal basis by a referee appointed from the SSWB by its chairman. Employees of the SDSW whose presence is requested by the referee or the Chairman of the SSWB may be present at any appeal to render such assistance as may be required; however, no such employee shall appear in behalf of or against any appellant except upon subpena.

Appellant shall be permitted to bring witnesses, papers or such documents as he finds necessary and may be represented by counsel.

Referee shall announce at the close of the hearing the date on which his report will be presented to the SSWB. Appellant shall be notified 10 days prior to the meeting. Assistant secretary of the SSWB shall notify appellant at least 10 days prior to the meeting of the date, time and place of the SSWB meeting at which his appeal will be presented.

Decision of the SSWB on any appeal shall be final. Rehearing of appeal may be granted if the SSWB is satisfied that new evidence is available which would affect the decision previously rendered or on discovery of a mistake of fact or law.

180–15 **Sec. 180–15 Determination of Degree of Blindness** W&IC Secs. 3083, 3471

ANB; APSB

An eye examination by a duly licensed and practicing physician, skilled in diseases of the eye, is required by law to establish eligibility and continuance of eligibility.

The physician's report must be submitted in writing over his own signature. It shall be signed before a deputy county clerk, notary public or other person qualified to administer an oath. (See Sec. 235-00, Physician's Reports of Eye Examination.)

Eye examinations shall be made by a physician from the list approved by the SDSW, unless special authorization is given by the SDSW.

Reports from clinics as to degree of vision shall not be accepted. Each report shall be signed by the individual physician making the examination, and the fee paid to the physician rather than to the clinic.

When no examiner in the county is listed, and the distance from qualified examiners is great, the SDSW will assist in arranging for acceptable examination. Such a request should be made by letter by the county.

Out-of-state physicians who are skilled in diseases of the eye, and who are on the list approved by the California SDSW, may examine California applicants for or recipients of ANB and APSB to determine their eligibility for aid in this State.

180–20 **Sec. 180–20 Review of Eye Examination Reports** W&IC Sec. 3075

ANB; APSB

All reports of eye examinations shall be acted upon by the State Ophthalmologist. Reports may be submitted to the SDSW for review by the State Ophthalmologist prior to action by the board of supervisors.

This assists the county in determining the applicant's eligibility, in so far as degree of blindness is concerned, prior to the receipt of aid. It avoids payment of aid to persons whose eye examination reports indicate that their degree of visual impairment does not come within the definition of blindness.

Aid shall not be approved on the basis of reports by examiners stating in effect that there is not sufficient pathology to account for the degree of disability claimed, or where reliability of applicant's response is questioned by the examiner.

In the absence of a definite reported visual acuity in accordance with the definition of economic blindness, aid shall not be approved on the basis of photophobia, blepharospasm, ptosis, senility, mental aberrations, or neurological lesions without visible eye pathology, in the absence of a neurological report showing involvement of the visual tracts.

Aid shall not be granted when the loss of visual acuity is based on a diagnosis of hysterical blindness. (Hysterical blindness shows no pathology in the eye or visual tracts and is a mental condition rather than an ophthalmological problem.)

Aid shall not be granted when the eye examination report indicates that the applicant is so mentally incompetent that he cannot cooperate with the physician who makes the examination, or when sufficient eye pathology is not found to account for the loss of vision claimed. When the examining physician reports sufficient pathology to account for the blindness, an estimate of visual acuity by the examiner may be accepted, if the mental condition of the applicant or recipient prevents cooperation with the examining physician.

Aid shall not be granted on the basis of an eye examination report in which the examining physician states that he believes the patient is malingering.

While there may be other causes which contribute to the need of the applicant or recipient, if blindness is another and separate condition by reason of which a person is unable to provide himself with the necessities of life, blind aid may be allowed.

W&IC Sec. 3005, 3403, 3083, 3471

Sec. 180–05 Blindness, ANB and APSB Law *180–05*

ANB; APSB

In ANB, a "needy blind person" means any person who by reason of loss or impairment of eyesight within the definition of blindness adopted from time to time by the SSWB is unable to provide himself with the necessities of life and who has not sufficient income of his own to maintain himself.

In APSB, a "blind person" means any person who by reason of loss or impairment of eyesight within the definition of blindness adopted from time to time by the SSWB is unable to provide himself fully with the necessities of life and who has not income and resources through his own means, as defined under this law, sufficient to provide a reasonable and decent standard of living.

Determination of the degree of blindness of each applicant for ANB and APSB shall be made by a duly licensed and practicing physician, skilled in the diseases of the eye. The physician shall describe the condition of the applicant's eyes and testify to the degree of his blindness. The physician's report shall be in writing and signed by him. He shall be subject to cross-examination by the county board of supervisors or any other person appointed by it to make such investigation.

Sec. 180–10 Definition of Blindness W&IC Sec. 3005 *180–10*

ANB; APSB

The definition of economic blindness as used to determine eligibility for ANB and APSB in California follows:

A. Central visual acuity of 20/200 or less in the better eye, with the aid of the best possible correcting glass, shall be considered blindness.

B. Central visual acuity better than 20/200 shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees. Field examination is to be made with a standard perimeter having a radius of 13 inches; and using a white test object 6 mm. in diameter.

C. In cases where central visual acuity is better than 20/200 and remaining peripheral fields exceed 20 degrees, but are so placed, or shaped, as to be of little practical use, the State Ophthalmologist shall use his discretion in recommending approval for aid if the report of pathology is of such character as to prevent applicant from providing himself with the necessities of life.

An individual with a central visual acuity of 20/200 can identify a standard object (the Snellen Test Character) at a distance of twenty feet, while an individual with normal vision can identify the same object at a distance of 200 feet. This statement relates to distance vision.

Central visual acuity is indicated by a fraction; the numerator indicates the distance of vision as measured by feet, and the denominator indicates the size of the letter which can be seen on the Snellen Testing chart. For example, 6/200 central visual acuity indicates the applicant can read a "200 foot" letter on the chart at a distance of six feet.

The applicant must have 20/200 or less, such as 3/200, 15/200, 10/300, or 15/400, to be eligible for aid on the basis of central visual acuity.

An individual with a central visual acuity of more than 20/200 may be considered blind if there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees. The maximum diameter of the field is taken into consideration and not the radius.

180–50 **Sec. 180–50 Reexamination of Eyes to Determine Continued Eligibility**

ANB; APSB W&IC Sec. 3075

The county shall investigate annually or oftener the qualifications of the blind person receiving ANB or APSB. This shall include a reexamination of the eyes of the recipient unless the State Ophthalmologist has advised that such reexamination is not necessary. When the recipient has had an eye operation, or the county has facts to indicate that a recipient's vision has improved, or is better than the report indicates, or that he is a malingerer, a reexamination shall be required. This shall be done even though the State Ophthalmologist has previously advised, on the basis of facts known at that time, that a reexamination was not necessary.

When other qualified examiners are available, it is desirable that reexamination of an applicant or recipient not be made by the same examiner who has previously filed a report of eye examination for the individual.

All physicians' reports of eye examinations, made to determine continued eligibility, shall be submitted to the SDSW immediately after the examination has been made, for review by the State Ophthalmologist.

At the time reports of eye examinations are reviewed by the State Ophthalmologist, the county is advised if a reexamination is necessary at a later date.

Reexamination in post-operative cases shall be made within 90 days after the operation unless permission for delay is obtained from the SDSW.

Questions which arise regarding the need for such post-operative examination should be referred to SDSW for decision by the State Ophthalmologist.

When a reexamination is indicated for a bedfast applicant or recipient, such reexamination shall be required even though it may be necessary because of illness or other conditions to extend the time within which it may be secured. Questions on such cases should be referred to the SDSW for the advice of the State Ophthalmologist.

Sec. 180–25 Successive Eye Examination Reports W&IC Sec. 3075 *180–25*

ANB; APSB

An applicant or recipient who is dissatisfied with the report of the physician may submit a report of another examination made at his own expense by another physician on the approved list.

If such report indicates that the applicant does come within the definition of blindness on which blind aid is allowed, a third examination shall be authorized—this to be made by a physician designated by the SDSW. All information contained in the first two reports shall be made available to the physician making the third examination with the exception of the names of the examining physicians. Approval or denial of aid shall be made on the basis of the two reports which agree as to facts.

If the State Ophthalmologist finds upon review that two of the physicians' reports of examinations indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend to the county that aid be granted or restored without the formality of a hearing by the SSWB. When aid is denied or discontinued on the basis of two reports showing that the person's degree of visual impairment does not come within the definition of blindness, the person may appeal to the SSWB for a fair hearing. (See Sec. 325-20, Right of Appeal—General.) All reports of eye examinations shall be submitted with the appeal.

When the person appeals on the basis of two adverse reports, he may at his own expense present reports of other eye examinations. Such reports shall be made by physicians selected from the approved list and shall be submitted on the regular eye examination report form.

The SDSW shall retain the right to designate the physician who is to make the examination to resolve the conflict.

In appeals based on the degree of visual impairment, the SDSW shall authorize such eye examinations as it deems necessary.

The State Ophthalmologist shall have the privilege of examining the appellant prior to the hearing of an appeal by the SSWB. If the appellant refuses to submit to the examination or is not accessible for it, the hearing will be held on the basis of the reports already submitted.

The State Ophthalmologist shall have the privilege of examining any applicant for or recipient of ANB or APSB and may recommend final action on the basis of all available information.

When a physician's report on a reinvestigation indicates that the degree of visual impairment does not come within the definition of blindness, the SDSW may request a second examination and, if necessary, a third examination.

Sec. 180–30 Proof that Blindness Occurred While Applicant Was California Resident *180–30*

ANB; APSB W&IC Secs. 3040, 3041, 3075, 3083, 3430, 3431, 3460, 3471

When an applicant does not meet residence requirements set forth in Sec. 121-10, Blind While Not a Resident of California, but claims eligibility in accordance with Sec. 121-15, Blind While a California Resident, he must establish that he became blind while a resident of the State. Acceptable evidence of this fact may be affidavits of, or reports of, interviews with employers, storekeepers, doctors, references, etc., as to the loss of vision. Such affidavits or reports must contain the facts upon which the affiant's knowledge is based.

There is no provision in the law by which expert testimony is distinguished from, or to be given more weight than, evidence of other character in establishing eligibility on this point. Expert testimony is to be given the weight to which it appears to be justly entitled in each case.

If blindness is claimed to be the result of an accident, date and location of the event shall be verified and physician's report as to cause of blindness (see Sec. 180-15, Determination of Degree of Blindness) shall substantiate applicant's contention.